



Chicago Metropolitan  
Agency for Planning

## **eTIP User Guide**

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# Introduction

The Transportation Improvement Program (TIP) is a five-year program of surface transportation projects throughout northeastern Illinois. Based on federal fiscal years which start on October 1<sup>st</sup>, the TIP includes projects expected to receive federal funding. The TIP also includes regionally significant projects funded by nonfederal sources.

The online eTIP database is the official record of federal transportation funding and regionally significant state or locally funded projects. The database is a tool for programmers to submit new projects and project changes for consideration by the CMAP Transportation Committee and MPO Policy Committee. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) utilize the eTIP database to ensure that projects submitted for federal participation are deemed a priority for the region and can be accomplished using the region's reasonably expected revenues. As performance based programming evolves at the national, state, and regional levels, the eTIP database will also be used to collect additional project data and analyze how funded projects in the region meet performance targets to inform future programming decisions.

The eTIP database can also be used by the public to view upcoming transportation projects in their community and the region. The interactive map and other data summary tools are used to provide federally required visualization tools and to encourage public engagement in the regional planning process.

There are separate secure and public sites, with different URLs. The secure site relies on individual user authentication. CMAP staff will assign edit rights to users for projects under their programming control, and will assign read-only rights to projects under the control of others. This document serves as a guide for users of all levels of the secure site to locate and submit changes to projects.

The text and figures contained in this document are current as of October 2018 and are subject to change at any time. Substantial procedural changes may be documented separately and will be emailed to eTIP users and posted on the [TIP Programmer Resources](#) web page, along with this document.

# Chapter 1: Accessing and Navigating eTIP

This chapter serves to familiarize users with the layout and functionality of the eTIP database. To access the secure site, visit: [etip.cmap.illinois.gov/secure](http://etip.cmap.illinois.gov/secure).

## Account Setup and Login

Access to the eTIP database begins with the login screen. Returning users can simply login with the correct username and password. Usernames are not case-sensitive but passwords are. New users must first set up an account by clicking on the “Click Here” link as shown in Figure 1. The same link can be used to reset forgotten passwords.

Figure 1. Login screen



Next, users will be prompted to enter a valid email address and to address the Captcha verification as displayed in Figure 2. The Captcha verification tool provides options for users to regenerate a new image or to play audio if the original image cannot be seen clearly.

Figure 2. Account signup

The screenshot shows a web form titled "CMAP ACCOUNT SIGNUP / PASSWORD RESET". Below the title, there is a message: "PLEASE ENTER YOUR EMAIL ADDRESS BELOW. IF A USER ACCOUNT ALREADY EXISTS WITH THIS EMAIL ADDRESS, A PASSWORD RESET LINK WILL BE EMAILED TO YOU." The form contains a text input field labeled "EMAIL ADDRESS". Below the input field is a reCAPTCHA widget with a red border, containing a blurred image of a street sign with the number "240". The reCAPTCHA widget includes a text input field with the placeholder "Type the text", a "Privacy & Terms" link, and a "Submit" button. Below the reCAPTCHA widget is a "Submit" button.

Next, users will be prompted to select a username and password, provide contact information and select their user type as shown in Figure 3.

- Select a username and password, following the password requirements.
- In the "Name" field, be sure to enter a first and last name.
- Enter a 10-digit phone number.
- Select the appropriate agency from the drop-down list.
- Select the appropriate user type.
  - User types include *read-only*, *sponsor*, *CMAP*, *state approval*, and *federal approval*. Most users should select *read-only* or *sponsor* for their user type.
  - Only IDOT, FHWA, and FTA users that have responsibility for formally reviewing and approving the CMAP TIP should select *state approval* or *federal approval* for the user type.

Figure 3. New User form

**CMAP - NEW USER**

**PASSWORD REQUIREMENTS:**

- Must be at least 7 characters in length
- Cannot be a word that is found in the dictionary
- Cannot contain your username
- Cannot contain the word "CMAP"
- Cannot be on the list of commonly used internet passwords

USERNAME

PASSWORD

RE-TYPE PASSWORD

---

NAME

EMAIL ADDRESS

PHONE NUMBER

AGENCY NAME

USER TYPE

New users will receive an email indicating they have successfully submitted a request for a user account. Click the link in the email to verify the address. After the verification, CMAP staff will be notified of the request. Please wait one to two business days for CMAP staff to review and approve your account. Once approved, users will receive an email indicating the request for access has been approved and the user will be able to log in.

### Edit and Read-only Rights

Individual users will initially be granted various edit and read-only rights as shown in the table below. If you would like add or remove read-only rights for projects programmed by other agencies, contact CMAP staff. Anyone, including the public, can view the currently adopted version of all projects from the [eTIP public site](#). Read-only rights within the secure site allow for viewing of additional project details, including pending changes and attached documents.

**Table 1. Initial edit and read-only rights by agency**

User/Agency	Edit Rights	Read-Only Rights
Planning Liaisons (collar counties)	Council, County, and IDOT D1 BLRS projects	IDOT (all others, including D3 where appropriate) and Tollway projects
Planning Liaisons (Cook)	Council and IDOT D1 BLRS projects	IDOT (all others, except D3) and Cook County projects
Counties	County projects	Council and IDOT (all, including D3 where appropriate) projects
CDOT/CDOA	CDOT/CDOA projects	IDOT (all D1) and Cook County projects
IDOT D1 BLRS	IDOT D1 BLRS projects	Council, County, and IDOT D1 Hwys projects
IDOT D1 Hwys	IDOT D1 Hwys projects	Tollway and IDOT D1 BLRS projects
IDOT D3 Hwys	IDOT D3 Hwys projects	DeKalb, Kendall and Grundy County projects, and Kane/Kendall and Will Council projects
All other IDOT (OIP, ITS, SRTS, OP&P)	Own projects	As requested
IL Tollway	IL Tollway projects	As requested
CTA	CTA projects	As requested
Metra	Metra projects	As requested
Pace	Pace projects	As requested
RTA	RTA projects	CTA, Metra, and Pace projects
FHWA and FTA project reviewers	None	All
CMAP	All	All

## Navigating eTIP

Navigation throughout the eTIP database is accomplished using the menu bars at the top of each page. The menu choices vary by user level. The figures presented here illustrate the view of sponsor users. The top menu bar remains at the top of the page in every page view and its menu items are explained in Figure 4.

**Figure 4. Navigation**



- 1 Click the CMAP logo to return to eTIP home page
- 2 From the Project Tools menu you can access a list of your projects, or start an amendment or adoption
- 3 From the Reports menu you can access eTIP reports, such as an amendment summary or project listing
- 4 From the Other Tools menu you can update your password, view tutorials, go to the public site, or request technical help
- 5 The Project Status icons display the number of projects in each submittal category, and can be used to jump directly to projects of each status
- 6 The Quick Search by ID can be used to jump directly to a project, or projects, containing the entered ID numbers
- 7 Use Advanced Search to search by title, location, lead agency, and other fields
- 8 Click the logout icon to sign out of the eTIP database

## Home Page

The home page provides an at-a-glance summary of the status of changes to projects for which the user has editing rights. Clicking on any of the project counts will open a list of those projects from which the user can take further action.

Figure 5. Home page



- 1 In Progress Amendments are changes that you have started and saved, but not yet submitted to CMAP
- 2 Submitted Amendments are those which you have submitted to CMAP for staff review and committee consideration
- 3 In Progress Adoptions are new FFY changes you have started and saved, but not yet submitted to CMAP
- 4 Submitted Adoptions are new FFY changes you have submitted to CMAP for committee consideration
- 🔒 Indicates project changes In Progress which are not locked for editing.
- 🚫 Indicates project changes that were submitted to CMAP, but were denied, and need additional changes prior to committee consideration.
- 📄 Indicates project changes Submitted to CMAP, which are pending staff review.
- ✅ Indicates project changes Submitted to CMAP and accepted by staff for committee consideration.

TIP changes (Amendments or Adoptions) can be either In Progress or Submitted. Administrative changes cannot take effect and formal or conformity amendments cannot be considered by the Transportation or MPO Policy Committee until they are submitted to and accepted by CMAP staff.

## In Progress Amendments/Adoptions

TIP changes that have been started and saved but not yet submitted to CMAP for review or submitted changes that have been denied by CMAP staff are considered to be *In Progress*. Changes that are *In Progress* are not visible to the public. A new amendment/adoption can be started and project lists can be viewed from the *In Progress* summary areas of the home page.

### Amend TIP/TIP Adoption

Click on “Amend TIP” or “TIP Adoption” to start a new TIP change or to create a new TIP project. See [Chapter 2](#) for detailed instructions.

## In Progress

From the home page, click on “In Progress” to view a list of project changes that have been saved, but not yet submitted to CMAP. The list will look similar to Figure 6.

Figure 6. Amendments in progress

AMENDMENTS IN PROGRESS		PRINTER FRIENDLY		EXPORT TO EXCEL		SUBMIT			
TIP ID	LEAD AGENCY	DOC	PROJECT TITLE	TYPE	CHANGE REASON	MATCH ALERT	MAP	DOC	
09-11-0024	Kane/Kendall Council	16-04.1	FAU 2305 Bliss Road at IL 47 FAU 529	Intersection/Interchange Improvements					<input type="checkbox"/>
09-15-0022	Kane/Kendall Council	16-04	Main Street from Ben Street to Lew Street	Road Modernization	Other cost change described below, Other location/limits change described below, Other schedule change described below				<input type="checkbox"/>
10-11-0002	IDOT D1 Hwys	16-04.1	US 12 Rand Rd at IL 59 SB	Bridge Repair, Rehab, or Replace	Other schedule change described below				<input type="checkbox"/>
10-16-0009	Lake Co Council	16-04.1	Volo Village Road from US 12 Rand Rd to IL 120 Belvidere Road	Road Maintenance					<input type="checkbox"/>
10-16-0018	Lake Co Council	16-04.1	Robert McClory Bike Path from Mulberry Place to Lake Cook Rd	Bicycle & Pedestrian	New project				<input type="checkbox"/>

From the *In Progress* list:

- If no additional changes need to be made and the in progress changes are ready to submit to CMAP staff for review, click on the [SUBMIT] link to submit an individual project or select the check box(es) on the far right of the TIP ID line(s) then click the “Submit” button at the top of the page to submit the selected project(s).
- To review and/or edit a pending change prior to submitting, click on the TIP ID link to open the project.
- To discard a pending change, click the “X” on the far right of the TIP ID line. This action cannot be undone.

\*Note that pending changes with errors or missing data that must be resolved prior to submittal will not have a [SUBMIT] link or checkbox available. Open the project(s) and resolve all errors listed at the top of the page prior to submitting.

## In Denied

From the home page, click on “In Denied” to view a list of project changes that have been submitted, but denied by CMAP staff. Denial comments and the staff person that provided them are included in this list, which will look similar to Figure 7.

**Figure 7. Denied amendments**

AMENDMENTS IN PROGRESS				PRINTER FRIENDLY		EXPORT TO EXCEL			Submit	
TIP ID	LEAD AGENCY	DOC	PROJECT TITLE	TYPE	CHANGE REASON	DENIAL COMMENTS	DENIED BY	MAP	DOC	
01-16-0014	CDOT	16-04	63rd St. Pedestrian Improvements	Bicycle & Pedestrian	New Project	If possible, please indicate the points (limits) between which improvements may occur and map the corridor in which the projects may be located, even though specific spot locations are not yet known. If the corridor is not defined, please indicate in the change narrative and re-submit.	KAMA DOBBS	VAR	X	<input type="checkbox"/>
03-14-0007	Northwest Council	16-04.1	IL 68 Dundee Rd from Cambridge Dr to US 45 IL 21 Milwaukee Ave	Safety	Cost change due to availability of final design	FMIS database shows that the FFY 15 funds were converted on 4/6/2016. Please revise submittal to reflect this. Also, segment names are available on the Project IDs tab. Please add these to the appropriate fund lines (click the arrow to the left of each fund line, then select the segment and save. After saving, you can also add the Section #s to the segments.) and re-submit.	KAMA DOBBS		X	<input type="checkbox"/>
03-16-0007	Northwest Council	16-04.1	Colfax Rd from Quentin Rd to Plum Grove Rd	Road Maintenance	Cost change due to availability of final design	FMIS shows this project as pending federal authorization in AC. Please check to see if you have a notice from IDOT for the project. If not, please wait to see if one is issued on 6/17, make the AC change, and re-submit.	KAMA DOBBS		X	<input type="checkbox"/>
06-12-0015	Southwest Council	16-04.1	Archer/79th Frontage Road from Garden Lane to Oak Grove Road	Road Maintenance	Other cost change described below	'Add, delete, or change phases' would be a more appropriate change reason. Please make this change, select the federal project number, map the project, and resubmit your change.	KAMA DOBBS		X	<input type="checkbox"/>

From the *Denied* list:

- To review the change and CMAP's denial comments, click on the TIP ID link to open the project. Address the denial comments by making any necessary changes and re-submit.
- To discard the change record that was denied, click the "X" on the far right of the TIP ID line.

## Submitted Amendments/Adoptions

TIP changes the user has submitted to CMAP and are either pending staff review or accepted by staff for committee consideration are considered to be *Submitted*. **Submitted changes are read-only.** Project lists can be viewed from the *Submitted* summary areas of the home page.

## Pending

From the home page, click on "Pending" to view a list of project changes that were submitted and are pending review by CMAP staff. The list will look similar to Figure 8.

**Figure 8. Amendments pending review**

AMENDMENTS PENDING REVIEW				PRINTER FRIENDLY		EXPORT TO EXCEL			Accept	Unsubmit	
TIP ID	LEAD AGENCY	DOC	PROJECT TITLE	TYPE	SUBMITTED BY	DATE	CHANGE REASON	MATCH ALERT	MAP	DOC	
01-05-0011	IDOT DPIT	16-04	CREATE Western Avenue Corridor from Kedzie Interlocking to Thornton Junction	Freight Movement	Adin McCann	6/10/2016	Other cost change described below, Project phase(s) moved to later year(s) due to earlier phase(s) delays, Project phase(s) moved to later year(s) due to fiscal constraint. No additional construction funds required.				<input type="checkbox"/>
01-05-0012	IDOT DPIT	16-04	CREATE East-West Corridor from Argo Interlocking to CP509	Freight Movement	Adin McCann	6/10/2016	Project phase(s) moved to later year(s) due to earlier phase(s) delays, Project phase(s) moved to later year(s) due to fiscal constraint	FY2019			<input type="checkbox"/>
03-96-0004	IL Tollway	16-04.1	I-90 Jane Addams Memorial Tollway from Plaza #9 - Elgin to IL 43 Harlem Ave (Jane Addams Tollway Infrastructure Replacement / Congestion Relief)	Road Expansion	Pam Govea	6/17/2016	Phase(s) placed in Advance Construction status, Add, delete, or change fund sources	FY9998			<input type="checkbox"/>
03-96-0021	IL Tollway	16-04.1	Elgin-O'Hare East Extension from Gary Road to O'Hare West Bypass Elgin O'Hare Western Access (Elgin-O'Hare East Extension & Add Lanes, Western O'Hare Bypass)	Road Expansion	Henry Guerriero	6/20/2016	Other cost change described below, Project phase(s) moved to later year(s) due to earlier phase(s) delays, All federal funding for the EOWA landscape section moved to CON. Local funds will be used for ENG2 and CE.				<input type="checkbox"/>
04-00-0023	IDOT D1 Hwys	16-04	I-290 Eisenhower Expy from US 12/45/20 Mannheim Rd to Austin Ave (I-290 Road Modernization)	Road Modernization	Pam Govea	6/20/2016	Other cost change described below	FY9998			<input type="checkbox"/>

From the *Pending* list:

- To review a submitted change, click on the TIP ID link.
- To make additional changes to projects already submitted for staff review, the user must unsubmit the project. To unsubmit a project, check the box on the far right of the TIP ID line and click the "Unsubmit" button at the top of the page. If a change is unsubmitted, the project record will return to the previous approved version.

## Accepted

From the home page, click on “Accepted” to view a list of project changes that were submitted and accepted by CMAP staff. The name of the staff that accepted, the date of acceptance, and any comments on the acceptance are included in the list, which will look similar to Figure 9.

**Figure 9. Accepted amendments**

ACCEPTED PROJECTS ON UNAPPROVED AMENDMENT				PRINTER FRIENDLY		EXPORT TO EXCEL		UNSUBMIT
TIP ID	LEAD AGENCY	DOC	PROJECT TITLE	TYPE	CHANGE REASON	ACCEPTED BY	DATE	ACCEPTANCE COMMENTS
01-00-0059	CDOT	16-04.1	Wacker Dr (North/South) from Randolph St to Congress Pkwy (HPP 4074, HPP 1596, TEA21 #1574)	Road Modernization	Other cost change described below, Decreased HPP funds for Riverwalk. Added project identifiers.	KAMA DOBBS	5/27/2016	Financial change below threshold
01-01-0009	CDOT	16-04.1	Navy Pier Flyover from Jane Addams Park to Chicago River	Bicycle & Pedestrian	Other cost change described below, Added STP and SOCC for IPA Amendment #2 to C-89-001-01; Added construction funding in 2017 for final segment.	KAMA DOBBS	6/9/2016	Financial changes below thresholds. Fund delete/add in FFY 13 is to update historic fund source. Added CE phase is admin.
01-05-0002	CDOT	16-04.1	41 St Bicycle-Pedestrian Bridge	Bicycle & Pedestrian	Phase(s) placed in Advance Construction status	Jen Maddux	5/27/2016	
01-06-0002	CDOT	16-04	43rd St from CN/Metra Electric Tracks to US 41 Lake Shore Dr (HPP1732)	Bicycle & Pedestrian	Other cost change described below, Project phase(s) moved to later year(s) due to earlier phase(s) delays, Costs updated per latest estimates.	KAMA DOBBS	5/27/2016	Financial change exceeds formal amendment threshold. DF confirmed okay to move TAP-L to FFY17.
01-06-0010	CDOT	16-04	Chicago Ave at Chicago River	Road Modernization	Other cost change described below, Add, delete, or change fund sources, Project phase(s) moved to later year(s) due to earlier phase(s) delays, (1) Removed STP and increased Local Funds. (2) Moved from FY 16 to FY 17.	KAMA DOBBS	6/9/2016	Cost change exceeds amendment threshold.

From the *Accepted* list:

- To review an accepted change, click on the TIP ID link.
- To make additional changes to accepted projects, the user must unsubmit the project. To unsubmit a project, check the box on the far right of the TIP ID line and click the “Unsubmit” button as shown in Figure 10. Note that unsubmitting an accepted change after a committee meeting or conformity submittal deadline will cause the change to be delayed until the next amendment or conformity cycle. If a change is unsubmitted, the project record will return to the previous approved version.

**Figure 10. Unsubmitting changes**

ACCEPTED PROJECTS ON UNAPPROVED AMENDMENT				PRINTER FRIENDLY		EXPORT TO EXCEL		UNSUBMIT
TIP ID	LEAD AGENCY	DOC	PROJECT TITLE	TYPE	CHANGE REASON	ACCEPTED BY	DATE	ACCEPTANCE COMMENTS
01-06-0052	IDOT D1 Hwys	18-09	63rd St at BRC 59th St Line (GS-01) - RSP 109 - Future Project	Rail-Highway Grade Separation	Change in Major Improvement Group Status	Leroy Kos	5/18/2018	

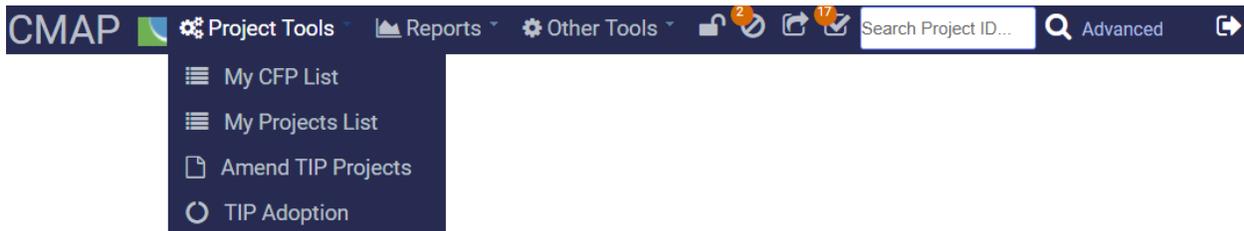
## Contact CMAP or eTIP Help

At the bottom of the home page are links to contact CMAP and eTIP Help. For project or procedural questions, contact CMAP. For technical issues, such as broken links and server error messages, contact eTIP Help.

# Project Tools

The Project Tools menu, shown in Figure 11, provides links to project lists and links to start an amendment or adoption.

Figure 11. Project Tools menu



## My CFP List

The eTIP database is used to issue calls for projects for fund sources programmed by CMAP. This list includes applications submitted for which you have edit or read-only rights. Only applications which have not been selected for funding (and inclusion in the TIP) are listed. The ID included in this list is the project's application number.

## My Projects List

A complete list of the last approved version of projects for which you have edit or read-only rights is displayed including each project's TIP ID, Lead Agency, TIP, Title, Type, Exempt Status, Total Cost, and indicators of associated maps and documents. Above the list is an advanced search box, from which the user can search for projects by TIP ID or other ID, programming Lead Agency, Municipality, TIP Source, Project Type, Work Type, Description, or Exempt Status.

To view project details for the latest approved version of a project, simply click on the project's TIP ID link.

Figure 12. My Projects List

TIP ID	LEAD AGENCY	TIP	TITLE	PROJECT TYPE	EXEMPT	TOTAL COST	MAP	DOC
<a href="#">01-00-0030</a>	CDOT	16-03.1	130th St from Torrence to Brainard (CREATE GS-15A)	Rail-Highway Grade Separation	Not Exempt	\$140,892,000	<a href="#">v</a>	
<a href="#">01-00-0059</a>	CDOT	16-04.1	Wacker Dr (North/South) from Randolph St to Congress Pkwy (HPP 4074, HPP 1596, TEA21 #1574)	Road Modernization	Exempt Tested	\$436,138,940	<a href="#">v</a>	
<a href="#">01-01-0009</a>	CDOT	16-04.1	Navy Pier Flyover from Jane Addams Park to Chicago River	Bicycle & Pedestrian	Exempt	\$66,121,100	<a href="#">v</a>	<a href="#">d</a>
<a href="#">01-01-0011</a>	CDOT	16-00	Chicago Bikes Marketing Campaign	Bicycle & Pedestrian	Exempt	\$4,399,000	<a href="#">v</a>	<a href="#">d</a>
<a href="#">01-02-0020</a>	CDOT	16-00	Burley Avenue from 106th Street to 126th Place (Burley Avenue Extension)	Road Expansion	Not Exempt	\$600,000	<a href="#">v</a>	
<a href="#">01-02-0026</a>	IDOT ITS	16-00	Emergency Traffic Operations System (Chicago Area) - Future Project	Intelligent Transportation Systems	Exempt	\$1,000,000		
<a href="#">01-02-0027</a>	CDOT	16-00	IL 50 Cicero Ave Smart Corridor Project from 37th St to 63rd St (DE0179)	Intelligent Transportation Systems	Exempt	\$3,650,000	<a href="#">v</a>	
<a href="#">01-02-0030</a>	CDOT	16-00	State/Lake Station - Loop EI	Transit Station/Stop Improvements	Exempt Tested	\$30,900,000	<a href="#">v</a>	<a href="#">d</a>
<a href="#">01-02-9009</a>	CMAP	16-00	West Loop Transportation Center from Clinton at Lake St to Clinton at Congress Pkwy (9075 - West Loop Transportation Center Phase I Improvement) - Future Project	Transit Station/Stop Improvements	Not Exempt	\$2,500,000,000		
<a href="#">01-02-9018</a>	CMAP	16-00	Rock Island District Line from 16th St to 47th St Yard Metra Rock Island Improvements - Future Project	Guideway Improvements	Exempt Tested	\$282,000,000		

## **Amend TIP Projects**

eTIP is a "work flow" driven system which will allow users to take more control over the management of project changes. Users will submit administrative modifications, amendments, and conformity changes separately, preventing more minor changes from being held up waiting for committee approvals. Users will be able to validate data entry, receive clear notification of errors, and save changes in progress at any time, with full control over when to make the final submission of saved changes to CMAP. Errors do not have to be resolved in order to save changes, but must be resolved in order to formally submit changes to CMAP. An email notification system for submittals will let users know that staff has reviewed submittals and included them for Transportation Committee or MPO Policy Committee consideration.

Selecting Amend TIP Projects from the Project Tools menu or the In Progress Amendments summary starts the TIP change process, which is described in detail in [Chapter 3](#).

## **TIP Adoption**

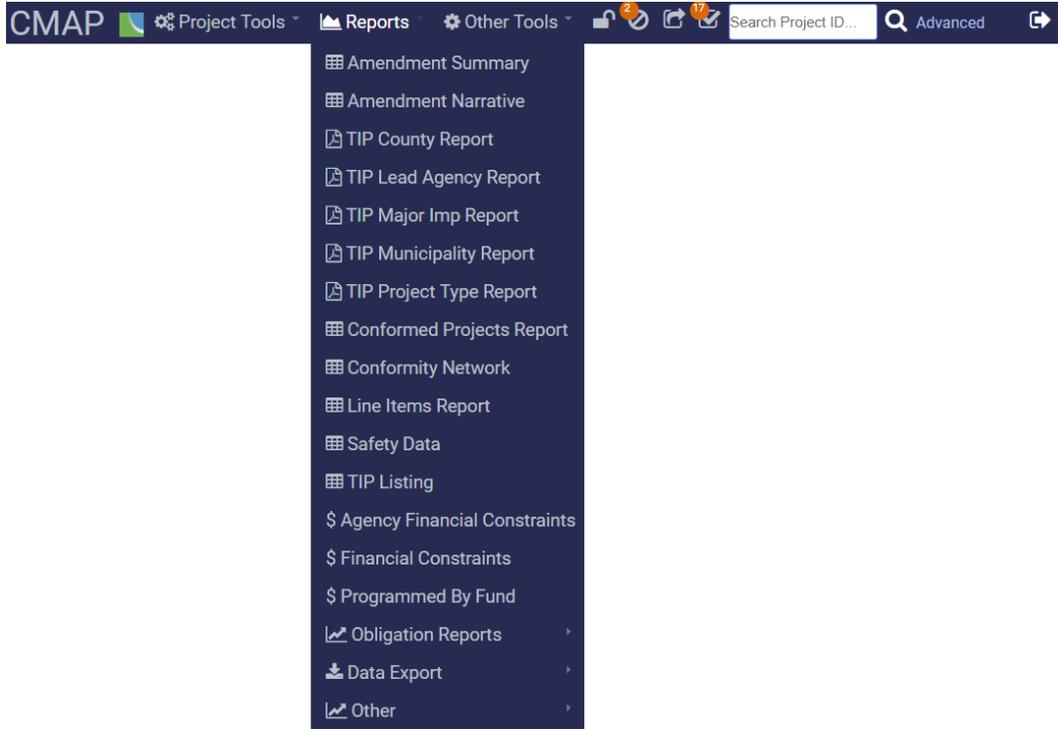
At least annually, typically between the September and November Transportation Committee meetings, a TIP Adoption will occur. The adoption will involve changing the federal fiscal years included in the TIP and will require users to review each individual project to determine if it has been completed or delayed, or should be "carried forward" into the new TIP. Changes made to projects during the adoption process in eTIP will be subject to the same amendment thresholds as all other TIP changes, and will be presented to the Transportation Committee for approval as administrative modifications and amendments.

Selecting TIP Adoption from the Project Tools menu or the In Progress Adoptions summary starts the process for reviewing and carrying forward projects into the next TIP.

# Reports

The Reports menu, shown in Figure 13, provides links to the reports available in eTIP.

**Figure 13. Reports menu**

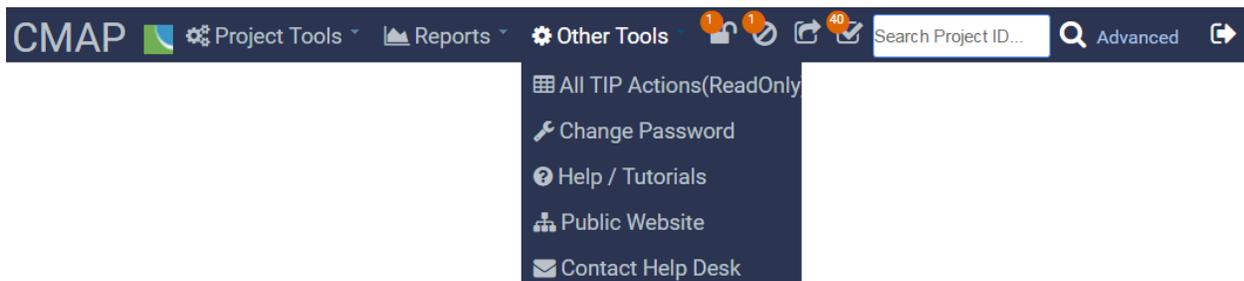


The eTIP database gives users the ability to customize reports using sorting and filtering functions. The reports are described in detail in [Chapter 4](#).

# Other Tools

The Other Tools menu, shown in Figure 14, is used to access other database functions, such as changing your password.

**Figure 14. Other Tools menu**



## All TIP Actions (Read Only)

A table of all TIP Actions, including the number of projects included, approval dates, approval documentation, and reports presented for public comment and committee action is available. From here, users may view TIP amendment approval documentation by clicking on the document icon.

Figure 15. All TIP Actions

TIP ACTIONS											
# OF PJ	#	TIP	MPO	TYPE	NOTES	MPO	STATE	FHWA	FTA	OPEN	
43	43	17-00	CMAP	ADOPTION						YES	
39	7	16-05.3	CMAP	ADMINISTRATIVE	For end of FFY actions (2016)					YES	
10	6	16-05.2	CMAP	FORMAL	CMAP Staff Use Only						
292	0	16-05.1	CMAP	ADMINISTRATIVE	9/16/2016 TC	9/16/2016					
165	0	16-05	CMAP	FORMAL	9/16/2016 TC	9/16/2016	09/19/2016				
359	0	16-04.1	CMAP	ADMINISTRATIVE	7/22/2016 TC	7/19/2016					
125	0	16-04	CMAP	FORMAL	7/22/2016 TC	7/22/2016	07/26/2016	07/29/2016	07/26/2016		
289	0	16-03.1	CMAP	ADMINISTRATIVE	5/20/2016 TC	5/12/2016					
78	0	16-03	CMAP	FORMAL	5/20/2016 TC	5/20/2016	05/24/2016	05/25/2016	6/30/2016		
8	0	16-02	CMAP	FORMAL CONFORMITY	CONFORMITY 10/12/2016 MPO Policy						
189	0	16-01.1	CMAP	ADMINISTRATIVE	4/22/2016 TC	4/22/2016					
79	0	16-01	CMAP	FORMAL	4/22/2016 TC	4/22/2016	04/22/2016	04/25/2016	05/09/2016		
1786	0	16-00	CMAP	ADOPTION	eTIP Rollout	4/22/2016	04/22/2016	04/22/2016	04/22/2016		
1	0	15-50	CMAP	ADMINISTRATIVE	Unknown Status	8/3/2015					
5	0	15-04	CMAP	ADMINISTRATIVE	Admin import updates	4/24/2016					
1	0	15-02	CMAP	ADMINISTRATIVE	- For Training	3/20/2016					
534	0	15-01	CMAP	ADMINISTRATIVE	Imported data	4/15/2016					
2915	0	15-00	CMAP	ADOPTION	Imported data	6/29/2015	6/29/2015	6/29/2015	6/29/2015		
716	0	10-00	CMAP	ADOPTION	Historical (2008-09)	9/3/2015	09/03/2015	09/03/2015	9/3/2015		
3780	0	07-00	CMAP	ADMINISTRATIVE	Historical (pre-2007)	7/22/2015					

Click on the number of projects (# OF PJ) to view a list of projects for which you have edit or read-only rights that were included in the selected TIP Action.

The report icon () will open the Amendment Report containing the details of projects and changes that were included in the selected TIP action. For actions that are open, the report contains all accepted, submitted, and in progress changes associated with the selected TIP Action.

The documents icon () will open a list of documents associated with the approval of the TIP action. The approval documents can be downloaded for use in applying for FTA grants. Note that if there is no approval date entered under a review agency for a specific amendment, that agency has not yet approved the amendment.

## Accessing FTA Approvals

When the FTA approves a TIP amendment, an email is generated noting the date of approval and person that approved, along with a statement that “The public transportation projects listed in the TIP amendment report provided are eligible for FTA funding.” A copy of this email is attached as document, along with FHWA and IDOT approval and can be accessed in eTIP through the All TIP Actions tool. Follow these steps to access approval emails related to specific projects:

- From the menu bar, select *Other Tools* and select *All TIP Actions*.
- From the All TIP Actions table, locate the appropriate *formal* amendment that included the project(s) and click the document icon (📄).
- Select the “Approval Emails” from the list of documents, by clicking on the document type link (the word *OTHER*).

Figure 16. Amendment Documents

AMENDMENT DOCUMENTS			
Document Type	Document Date	Description	UPLOAD DATE
<a href="#">OTHER</a>	09/10/2018	APPROVAL EMAILS	9/10/2018 10:06:10 AM(KAMA DOBBS)

[CONTACT CMAP](#) 2.88s [EMAIL ETIPHELP@ECOINTERACTIVE.COM](mailto:EMAIL_ETIPHELP@ECOINTERACTIVE.COM)

## Change Password

Similar to the new user account set up page, users can request a new password beginning at the eTIP welcome page or by clicking “Change Password” in the Other Tools menu. A password reset link will be sent to the email address entered, indicating a successful request to reset a password. Click the “Reset CMAP Password” link in the email to set a new password and log in.

## Help/Tutorials

The eTIP database has built in help pages and tutorials that explain software features and may assist users in navigating the site and completing basic project actions. These pages are not specific to CMAP. For help with CMAP specific functions, refer to this User Guide.

## Public Website

Clicking the “Public Website” option under the “Other Tools” menu will launch the eTIP public site ([etip.cmap.illinois.gov](http://etip.cmap.illinois.gov)). Help for public site users is located on the eTIP Help page (<http://www.cmap.illinois.gov/programs-and-resources/tip/tip-data/etip-help>) of the CMAP website.

## Contact Help Desk

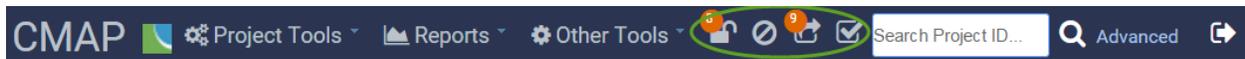
Clicking the “Contact Help Desk” option in the Other Tools menu redirects the user to her/his default email application and creates a new email to [etiphelp@ecointeractive.com](mailto:etiphelp@ecointeractive.com). The Help

Desk should be used for technical issues with the database, such as broken links and server error messages. Questions regarding individual projects, change processes, changes to edit/read-only rights, etc. should be directed to CMAP staff by clicking on the “Contact CMAP” link at the bottom left corner of every eTIP page.

## Project Status Icons

The icons in the menu bar, shown in Figure 17, function similarly to the eTIP home page, to provide an at-a-glance summary of the status of changes to projects for which the user has edit rights.

**Figure 17. Site navigation - project status icons**



Hovering over or clicking on any project status icon will display a pop-up list of projects with the selected status, which the user can select from to take further action.

## Searching for Projects

Locating projects within the eTIP database can be done via a quick search using a project ID or by using the Advanced Search form.

### Search Project ID

The Search Project ID field, circled in Figure 18, allows users to enter a full or partial ID number to locate a project and view its details. Entering a partial ID (such as "08") will return a list of all projects that contain "08" in any project ID, including TIP ID, PPS number, State or Federal job numbers, etc. See [Adding Project IDs](#) for more information.

**Figure 18. Search Project ID**



### Advanced Search

The Advanced Search link, circled in Figure 19, opens a page that allows users to locate project details using filters, when project IDs are unknown or multiple results are desired.

**Figure 19. Advanced search link**



Users may search for projects using one or more fields in the search form shown in Figure 20.

**Figure 20. Advanced Search form**

After selecting and entering the search criteria, click the “Search” button at the right of the form. To modify search results, change the desired criteria and click the “Search” button again. To clear all search criteria, click the “Reset” button. Note that the project icons appearing in the navigation bar of eTIP will also appear next to project titles in the advanced search list if such projects are contained in any of the categories corresponding to the icons.

The more fields that are used, the more narrow the results will be. Due to the unpredictable nature of the data entered, it is best to start with a broad search, using one or two fields, then add other fields to narrow down the results. After changing selections, click the Search button to re-generate results.

When using Advanced Search it is important to consider that search results depend entirely on the data entered in the eTIP database by programmers. For example, if the programmer did not include the marked state route in the project description, searching by state route will not return any results. Roadway name abbreviations, such as Rd, Ave or Av, Blv or Blvd, etc. may be inconsistently entered in the database therefore omitting them from searches will produce better results. Finally, if a programmer misspelled anything when entering the project in the database, the project will not be found unless the misspelling is duplicated in the search criteria. The available search fields are described below, along with common pitfalls that will prevent the return of good results.

- TIP ID/Other IDs**  
 Enter the TIP ID or other project ID associated with the project including section number, state job number (with dashes), FTA grant number, federal project number (without parentheses), FTA ALI code, etc.
- Lead Agency**  
 Select a lead programming agency from the list. The lead agency can be related to the combination of the project’s geography, fund sources and work types. Typical lead agency programming responsibilities are:

**Table 2. Typical programming responsibilities by lead agency**

User/Agency	Programming Responsibilities
Councils of Mayors	STP-L, CMAQ, SR2S, BRR, HPP, TAP, STP-E, RECTP funds and other projects when a local government is the implementing agency
CDOA	aviation projects

CDOT	all projects within the city of Chicago, except some CMAQ or state funded projects
CMAQ	CMAQ projects that are not programmed by Councils of Mayors, IDOT or CDOT, Major Capital Projects and Constrained and Unconstrained projects included in GO TO 2040
Counties	STP-C, CMAQ, HPP, BRR, CTEF and MFT-LOC projects
CTA	all CTA sponsored projects, except some CMAQ projects
FHWA	projects located within federal lands
IDOT	most state-funded projects, by district, bureau and division
ISTHA	projects on Illinois tollways
Metra	all Metra sponsored projects, except some CMAQ projects
Pace	all Pace sponsored projects, except some CMAQ projects
RTA	all RTA sponsored projects, except some CMAQ projects

- **Municipality**

Select a municipality from the list. The list of municipalities also includes townships, park districts, school districts, and forest preserve districts. Projects that include the selected municipalities will be returned as search results. If certain the project being searched is located within a specific municipality, but it is not returned when searching on this field, search again by entering the municipality in the DESCRIPTION/TITLE STREET NAME field search box.

- **TIP Source**

Select a TIP source from the list. Selecting "Any TIP" will search all projects contained in the database, regardless of their current status. The current year will be selected by default.

- **Project Type**

Select a project type.

- **Cur(rent) Status**

Select a project status from the values below.

- Active – active in the TIP
- Awarded – complete and all funding authorized
- Built – completed prior to the launch of the online TIP database (2007)
- Pending Awarded – marked as awarded, pending review by CMAP staff
- Pending Deleted – marked as deleted, pending review by CMAP staff
- Pending New – entered into database, pending review by CMAP staff

- Unknown
- **Sched(uled) Month / Year**  
Select a month or quarter and/or year. Projects that have any phase, for any section, that are targeting federal authorization or construction letting in the selected month or quarter (if no year selected), selected year (if no month selected), or selected month/year combination will be included in the search results.
- **Work Type**  
Select one or more work types.
- **Description/Title/Street Name**  
Enter any keyword that may be contained in any of the project information fields including title, description, location or limits fields. Keywords entered are searched as phrases. For example, entering First Street will not return results for projects on First Av, 1st St , First St., First North Street, etc. Only projects that contain the exact phrase “First Street” will be returned. Municipalities, counties and numbered routes (I-90, US 14, CH 7, IL 62, etc.) can also be entered in this field.
- **Exempt Status**  
Select an exempt status.

## Log Out

By clicking the “Log Out” icon, circled in Figure 21, users are logged out of the database and redirected to the login page.

**Figure 21. Site navigation - log out icons**



# Chapter 2: TIP Project Pages

## Project Pages Overview

As shown in Figure 22, each project page has a header and multiple tabs containing programming information, obligations, location maps, other associated project ID numbers, document attachments, and project amendment history. Users can navigate from one tab to another without losing changes they have made on other tabs, however, once complete, information on each tab must be saved using the save button on that tab to retain the changes before navigating away from the project page.

**Figure 22. Project header and navigation**



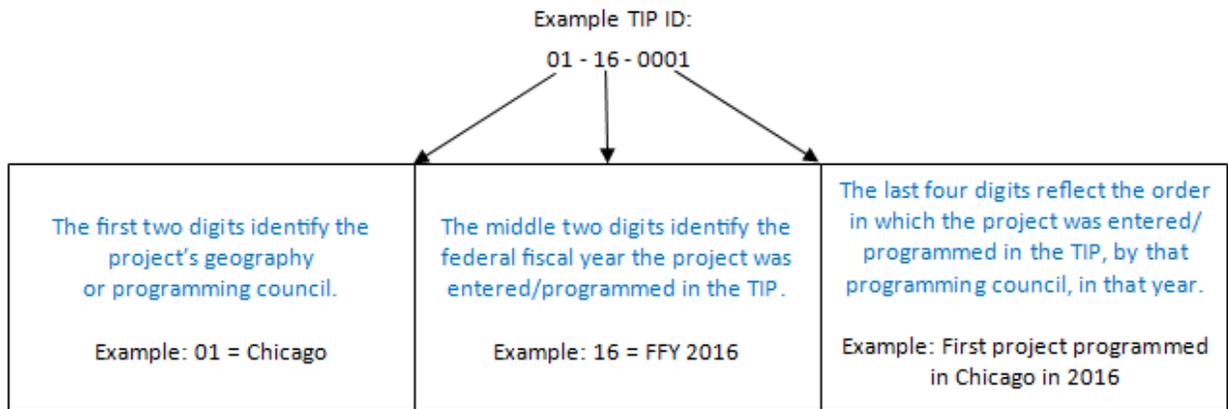
### Header Information

The project header provides the project's TIP ID and status information, including the date the project was last modified, and the name of the user that made the modification.

#### ***TIP ID [Autogenerated]***

The TIP ID is the unique identification number for the project within the TIP database. The ID is autogenerated based on the Programming Agency, County and Municipality in which the project is located, as shown in Figure 23. A TIP ID consists of three parts. The first two numbers indicate the geographic area of the project by subregional council or programming agency; the middle two numbers indicate the FFY in which the project was initially created in the TIP database (Note the year indicated here is not necessarily the first year the project was funded in the adopted TIP); the last four numbers are sequential.

**Figure 23. TIP ID assignment example**



Geographic Codes used in the TIP  
(first two digits of a project's TIP ID):

- |  |
|--|
| <ul style="list-style-type: none"> <li>01 = City of Chicago</li> <li>02 = North Shore Council of Mayors</li> <li>03 = Northwest Council of Mayors</li> <li>04 = North Central Council of Mayors</li> <li>05 = Central Council of Mayors</li> <li>06 = Southwest Council of Mayors</li> <li>07 = South Council of Mayors</li> <li>08 = DuPage Council of Mayors</li> <li>09 = Kane/Kendall Council of Mayors</li> <li>10 = Lake Council of Mayors</li> <li>11 = McHenry Council of Mayors</li> <li>12 = Will Council of Mayors</li> <li>13 = Regionwide</li> <li>16 = Chicago Transit Authority (CTA)</li> <li>17 = Pace</li> <li>18 = Metra</li> </ul> |
|--|

**Version**

The history of changes to projects is controlled and documented using "versions". The adopted version of projects will be locked, and will always be the version of the project that is presented to the public. Once submitted to CMAP, versions that include pending changes will highlight the differences between that version and the adopted version of the project. The version number is displayed at the top of the project detail page. A listing of all project versions since the roll-out of eTIP is available on the Amendment History tab.

**Status**

The programming status of a project changes over its life, from project entry as a new project in the eTIP to project completion.

**Last Modified**

The user who last modified the project and the date of the last project modification are displayed in the header information of the project page. To contact the user who last modified

the project, simply click on the user's name to access the user's contact information, as displayed in Figure 24.

**Figure 24. User contact information**

CONTACT INFORMATION	
<u>NAME</u>	Jen Maddux
<u>EMAIL ADDRESS</u>	<a href="mailto:jmaddux@cmap.illinois.gov">jmaddux@cmap.illinois.gov</a>
<u>PHONE NUMBER</u>	3123868691
<u>AGENCY</u>	CMAP
<u>ADDRESS</u>	233 S. Wacker Chicago, IL 60606

## Information/Alerts

Below the main header information, users may also see a banner indicating the status of the version of the project they are currently viewing and a link to other versions of the project, as shown in Figure 25. If there are errors that need resolution prior to submitting a saved TIP change, they will be displayed here.

**Figure 25. Project status information**

<p>THIS VERSION IS READ-ONLY          THIS VERSION IS PENDING APPROVAL          PLEASE <a href="#">CLICK HERE</a> TO VIEW THE LATEST APPROVED VERSION</p>
---

## TIP Programming Tab

This is the main tab for viewing and changing project programming information and for saving and submitting changes. Descriptions of the fields and instructions for data entry are provided later in this chapter.

### Administrative Area

This area of the form is editable only by CMAP staff and indicates the TIP document that the project version displayed is a part of, the project's status related to air quality conformity, and includes any internal CMAP staff notes about the project. The TIP document, exempt status and conformity status are included on amendment reports prepared for public comment and committee action.

**Figure 26. TIP Programming Tab - Administrative Area**

Administrative Area						Pdf
ADOPTION/AMENDMENT	MODEL	CURRENT STATUS	EXEMPT STATUS	CONFORMITY STATUS	CONFORMITY DATE	
15-01 ADMIN 2015-2019	Yes	Active Project	EXEMPT TESTED	CONFORMED		

## Project Information

Shown in Figure 27, the project information area of the project form contains basic project information including the project title and description, the project type and specific work types, contact information, and location information. Most of the project information is included on amendment reports prepared for public comment and committee action.

**Figure 27. TIP Programming Tab - Project Information**

**Project Information**

PROJECT TITLE *Spell Check*  
 31st Street from Meyers Rd to York Rd (31st St LAFO & 83 to Jorie)

PROJECT DESCRIPTION *Spell Check*  
 Resurface: Meyers to IL-83 & Jorie to York; Widen, Resurface and Signal Mod/Int IL-83 to Jorie. See notes for details.

PROJECT TYPE: Road Modernization  
 WORK TYPE: [H-INTIMP] HIGHWAY/ROAD - INTERSECTION IMPROVEMENT  
 [H-RS] HIGHWAY/ROAD - RESURFACE ( WITH NO LANE WIDENING)  
 [S-MOD] SIGNALS - MODERNIZATION  
 [S-TIM] SIGNALS - INTERCONNECTS AND TIMING  
 MAJOR IMP GROUP: None  
 OPEN TO TRAFFIC: 2018

LEAD AGENCY: DuPage Council  
 COUNTY: DUPAGE  
 MUNICIPALITY: OAK BROOK  
 PROJECT WEBSITE:

CONTACT INFORMATION: Mike Albin 630-571-0480 malbin@dmmc-cog.org  
 PUBLIC CONTACT INFORMATION:

SYSTEM	LOCATION TYPE	LOCAL NAME OF ROUTE	FROM	TO	DIST MILE(S)	IS MODELING?
Local Streets	Street Segment	31st Street	Meyers Rd	IL-83	1.85	<input type="checkbox"/>
<b>[REMOVE LOCATION]</b>						
	Street Segment	31st Street	Jorie Blvd	York Rd	1	<input type="checkbox"/>
<b>[REMOVE LOCATION]</b>						
Local Streets	Street Segment	31st Street	IL-83	Jorie Blvd	0.4	<input checked="" type="checkbox"/>
COMP YEAR	LENGTH (Miles)	BEF SPEED	AFT SPEED	BEF SIG INTER	AFT SIG INTER	
2020	0.4	45	45	No	Yes	
<b>[REMOVE LOCATION]</b>						
Local Streets	Intersection	31st Street	IL-83 ramps / Jorie Blve			<input checked="" type="checkbox"/>
COMP YEAR	LENGTH (Miles)	BEF SPEED	AFT SPEED	BEF SIG INTER	AFT SIG INTER	
2017				No	Yes	
<b>[ADD NEW LOCATION]</b>						

## Programming Information

All of the programmed funding for the project and the project's total cost is displayed in the programming information area, as shown in Figure 28. Click "Prior Funds" to show or hide prior years' funding. Click "Funding History" or the pie chart icon to reveal tables and charts of the eTIP funding history of the project. Programming information, grouped by phase, is included on amendment reports prepared for public comment and committee action.



**Figure 30. TIP Programming Tab - Change Reason**

**Change Reason**

COMPLETE PROJECT  
 DELETE PROJECT  
 SCHEDULE / FUNDING / SCOPE

---

**ADVANCE CONSTRUCTION**

Phase(s) converted from Advance Construction status  
 Phase(s) placed in Advance Construction status

**COST CHANGE(S)**

Cost change due to availability of 30% design  
 Cost change due to availability of 60% design  
 Cost change due to availability of 90% design  
 Cost change due to availability of final design  
 Other cost change described below

**LOCATION/LIMITS CHANGE(S)**

Correction or clarification of location or limit with no physical change in location  
 Location added  
 Location removed  
 Major expansion of limits (>0.25 mi)

Detailed descriptions of the fields included on the TIP Programming tab can be found in the [Completing the TIP Programming Form](#) section of [Chapter 3](#). Change reasons and an auto-generated summary of project and programming changes are included on amendment reports prepared for public comment and committee action.

## Obligation Tab

A nightly upload of transactions from FHWA's Financial Management Information System (FMIS) database is summarized on the Obligation tab by federal fiscal year and by project. Obligations are compared to programmed data to display the project's unobligated balance. Funds in Advance Construction (AC) and expenditures against obligations are also displayed.

**Figure 31. Obligation Tab - Obligation Data**

TIP ID: 12-16-0014      VERSION: 10      STATUS: Programmed  
 LAST MODIFIED BY: N/A    LAST MODIFIED DATE: N/A

TIP Programming    **Obligation**    Map    Project IDS    Documents    Amendment History

Obligation Data FHWA    Prior Detail Show/Hide    [Export To Excel](#)

FFY	TIP FUNDS	TIP \$	TIP AC \$	OBLIGATED FUNDS	OBLIGATED	UNOBLIGATED	AUTH AC	EXPENDED
2017		\$0	\$0	STP	\$0	\$0	\$88,422	\$0
2018	STP - Locally Prgmd CON CE EN01	\$1,394,000	\$0	STP	\$1,281,673	\$112,327	\$-88,422	\$114,873
<b>GRAND TOTAL</b>		<b>\$1,394,000</b>	<b>\$0</b>		<b>\$1,281,673</b>	<b>\$112,327</b>	<b>\$0</b>	<b>\$114,873</b>

Obligated Detail Show/Hide    Historical Show/Hide    [Export To Excel](#)

FMIS Code Summary    Show/Hide    Historical Show/Hide    [Export To Excel](#)

## Obligation Data FHWA

A summary, by FFY of programmed funds, is displayed by default. Prior years can be hidden by clicking on the "Prior Detail Show/Hide" link. The table can be exported to Excel by clicking on the "Export to Excel" link. The fields displayed are:

- FFY – The federal fiscal year in which funds are programmed, were obligated, and/or were expended.
- TIP FUNDS – The federal fund source(s) and phase(s) programmed in the FFY. The phase(s) are shown as an abbreviation.
- TIP \$ – The amount of federal funding programmed in the FFY for the fund source(s) and phase(s) listed in the TIP Funds column.
- TIP AC \$ – The amount of federal funding programmed in AC in the FFY for the fund source(s) and phase(s) listed in the TIP Funds column.
- OBLIGATED FUNDS – The category(ies) of federal funds, based on FHWA’s FMIS codes, that were obligated, placed in AC, or expended in the FFY.
- OBLIGATED – The amount of federal funds obligated, deobligated, and/or converted from AC in the FFY for the category(ies) of federal funds listed in the Obligated Funds column. A negative value indicates a reduction in the funding obligation. Reductions can occur for several reasons, including when actual costs are reduced (such as at project close-out), when the federal fund source being used is changed by IDOT and FHWA, or when an obligation is changed to AC.
- UNOBLIGATED – The difference between the amount of federal funds programmed in the TIP (TIP \$) in the FFY and the amount of federal funds obligated (OBLIGATED) in the FFY. A negative value indicates that obligations for the FFY have exceeded the programmed funding, and can be indicative of the need to increase the programmed funding in the TIP or to change the FFY of funds programmed.
- OBLIG AC – The amount of federal funds placed in AC status in the FFY for the category(ies) of federal funds listed in the Obligated Funds column. A negative value indicates either a reduction in AC funding, or a conversion from AC to an obligation.
- EXPENDED – The amount of federal funds expended through the payment of invoices within the FFY.

## **Obligated Detail**

A detailed listing of all transactions within the FMIS database for federal projects related to the TIP project, listed in chronological order is available by clicking on the “Show/Hide” link. There may be multiple federal projects, typically corresponding to individual phases or line items within the TIP project. Each transaction is listed separately and may be a positive or negative obligation, a positive or negative AC change, or an expenditure. The transaction detail can be exported to Excel by clicking on the “Export to Excel” link. Historical data transferred from the previous database to eTIP (last updated on January 8, 2016) can be shown by clicking on the “Historical Show/Hide” link.

**Figure 32. Obligation Tab - Obligated Detail**

Obligated Detail Show/Hide Historical Show/Hide										Export To Excel
DATE	FFY	FED ID	STATE ID	DESCRIPTION	CATEGORY	CODES	OBLIGATED	AUTH AC	EXPENDED	
05/31/2017	2017	<a href="#">4003836</a>	D-91-061-17	Phase II engineering for Division Street/Gougar Road at Intersection of West 167th/Division Street. Intersection resurfacing, widening, and traffic signal installation.	STP	Z230 - STBG-URBANIZED >200K FAST	\$0.00	\$88,422.00	\$0.00	
12/01/2017	2018	4003836		Phase II engineering for Division Street/Gougar Road at Intersection of West 167th/Division Street. Intersection resurfacing, widening, and traffic signal installation.	STP	Z230 - STBG-URBANIZED >200K FAST	\$0.00	\$0.00	\$29,371.62	
12/08/2017	2018	4003836	D-91-061-17	Phase II engineering for Division Street/Gougar Road at Intersection of West 167th/Division Street. Intersection resurfacing, widening, and traffic signal installation.	STP	Z230 - STBG-URBANIZED >200K FAST	\$0.00	\$-88,422.00	\$0.00	
12/08/2017	2018	4003836	D-91-061-17	Phase II engineering for Division Street/Gougar Road at Intersection of West 167th/Division Street. Intersection resurfacing, widening, and traffic signal installation.	STP	Z230 - STBG-URBANIZED >200K FAST	\$88,422.00	\$0.00	\$0.00	
02/26/2018	2018	GTJB857	C-91-17	RECONSTRUCT THE INTERSECTION OF FAU 291 (WEST 167TH STREET) AT COUGAR ROAD IN THE CITY OF LOCKPORT. PAVEMENT WIDENING, RESURFACING, NEW TRAFFIC SIGNALS, STORM SEWER AND PAVEMENT MARKINGS.	STP	Z230 - STBG-URBANIZED >200K FAST	\$0.00	\$1,193,251.00	\$0.00	
05/01/2018	2018	4003836		Phase II engineering for Division Street/Gougar Road at Intersection of West 167th/Division Street. Intersection resurfacing, widening, and traffic signal installation.	STP	Z230 - STBG-URBANIZED >200K FAST	\$0.00	\$0.00	\$58,501.77	

In addition to the fields described above, the obligated detail also includes:

- DATE – The date the transaction occurred.
- FFY – The federal fiscal year in which the transaction occurred.
- FED ID – The federal project number on which the transaction occurred. Clicking on the FED ID will provide a table of transactions for that ID only, grouped by FFY, with subtotals, as shown in Figure 33.
- STATE ID – The state job number on which the transaction occurred.
- DESCRIPTION – The project description, as listed in FHWA’s FMIS database.
- CATEGORY – The category of federal funds included in the transaction.

**Figure 33. Obligation Tab - Obligated Detail drill-down to individual federal project number**

Obligated Detail - FMIS Last Imported: 10/02/2018										PRINTER FRIENDLY	EXPORT TO EXCEL
TIP ID	TIP	FED ID	STATE ID	DESCRIPTION	CATEGORY	CODES	OBLIGATED	AUTH AC	EXPENDED	DATE	
12-16-0014	18-08.1	4003836	D-91-061-17	Phase II engineering for Division Street/Gougar Road at Intersection of West 167th/Division Street. Intersection resurfacing, widening, and traffic signal installation.	STP	Z230 - STBG-URBANIZED >200K FAST	\$0.00	\$88,422.00	\$0.00	5/31/2017	
<b>2017 SUBTOTAL</b>							<b>\$0.00</b>	<b>\$88,422.00</b>	<b>\$0.00</b>		
12-16-0014	18-08.1	4003836		Phase II engineering for Division Street/Gougar Road at Intersection of West 167th/Division Street. Intersection resurfacing, widening, and traffic signal installation.	STP	Z230 - STBG-URBANIZED >200K FAST	\$0.00	\$0.00	\$29,371.62	12/1/2017	
12-16-0014	18-08.1	4003836	D-91-061-17	Phase II engineering for Division Street/Gougar Road at Intersection of West 167th/Division Street. Intersection resurfacing, widening, and traffic signal installation.	STP	Z230 - STBG-URBANIZED >200K FAST	\$0.00	\$-88,422.00	\$0.00	12/8/2017	
12-16-0014	18-08.1	4003836	D-91-061-17	Phase II engineering for Division Street/Gougar Road at Intersection of West 167th/Division Street. Intersection resurfacing, widening, and traffic signal installation.	STP	Z230 - STBG-URBANIZED >200K FAST	\$88,422.00	\$0.00	\$0.00	12/8/2017	
12-16-0014	18-08.1	4003836		Phase II engineering for Division Street/Gougar Road at Intersection of West 167th/Division Street. Intersection resurfacing, widening, and traffic signal installation.	STP	Z230 - STBG-URBANIZED >200K FAST	\$0.00	\$0.00	\$58,501.77	5/1/2018	
<b>2018 SUBTOTAL</b>							<b>\$88,422.00</b>	<b>\$-88,422.00</b>	<b>\$87,873.39</b>		
							<b>\$88,422.00</b>	<b>\$0.00</b>	<b>\$87,873.39</b>		

## FMIS Code Summary

A summary of all federal obligations and expenditures, from all phases/line items and FFYs for the TIP project, grouped by federal program code. AC obligations are excluded. The summary also includes a calculation of unexpended funds, by FMIS code.

**Figure 34. Obligation Tab - FMIS Code Summary**

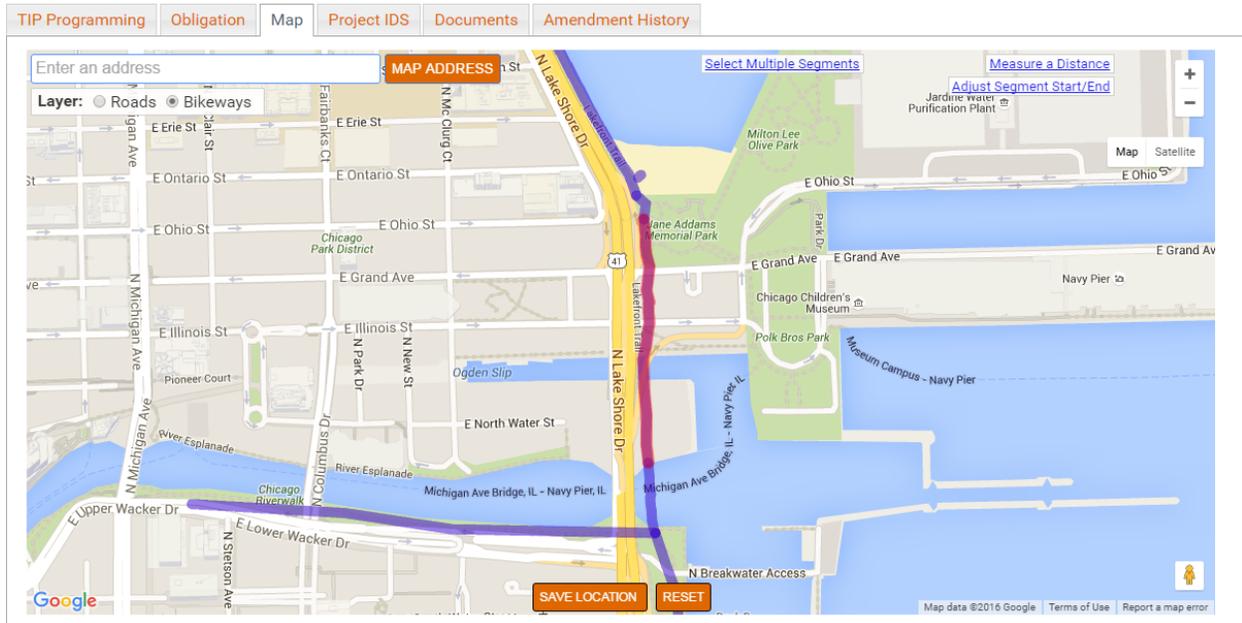
FMIS Code Summary						Export To Excel
Show/Hide		Historical Show/Hide				
CATEGORY	CODES	OBLIGATED	EXPENDED	UNEXPENDED		
ALL	STP	Z230 - STBG-URBANIZED >200K FAST	\$88,422	\$87,873	\$549	
ALL	STP	Z240 - SURFACE TRANSP BLOCK GRTS-FLEX	\$1,193,251	\$27,000	\$1,166,251	
<b>GRAND TOTAL</b>		<b>\$1,281,673</b>	<b>\$114,873</b>	<b>\$1,166,800</b>		

Obligation data is not included in amendment reports, and is primarily used as a tool for programmers and for compiling annual obligation and expenditure reports as part of [TIP Documentation](#).

## Map Tab

Users are responsible for mapping project locations, with assistance, review, and correction by CMAP staff. The mapping application uses Google Maps as a base layer with IDOT's Illinois Road Information System (IRIS) and Illinois Structure Information System (ISIS) files, CMAP's regional off-road bikeway network, CTA and Metra train lines, and CREATE Corridors overlaid for TIP project location mapping. Project mapping capabilities are included for roads and bridges and for bicycle and pedestrian facilities that are included in the regional greenways and trails plan. Transit lines are for display only (automatically generated by selecting a line or branch as a location). An example of a mapped bicycle project is shown in Figure 35. Project maps can be added or updated at any time, without triggering an amendment action, by opening any version (approved or pending) of a project and navigating to the map tab. Changes to maps must be saved on the Map tab before navigating away from the project in order to be retained. Project maps are included on amendment reports prepared for public comment and committee action.

**Figure 35. Map Tab - Mapped bicycle project**



## Project IDs Tab

In addition to the TIP ID auto generated by the eTIP database, other ID numbers will be assigned over the life of the project. The Project IDs tab provides a single space for entering ID numbers associated with the project, including section numbers, state job numbers, federal project numbers, FTA grant numbers, FTA ALI codes, PPS numbers, Sponsor IDs, and IDs assigned within individual funding programs, such as CMAQ and Safe Routes to Schools (SRTS). Multiple project IDs of the same type are separated by commas. IDs entered on this tab are used to populate the drop-down values in the Programming Information section of the TIP Programming tab, as shown in Figures 36 and 37. Project-specific website addresses may also be entered on the IDs tab, as described in [Chapter 3](#).

**Figure 36. Project IDs tab**

TIP ID: 03-17-0006		VERSION: 6	STATUS: In Progress - Programmed
LAST MODIFIED BY: Joshua Klingenstein LAST MODIFIED DATE: 9/21/2018			
TIP Programming		Obligation	Map
Project IDS		Documents	Amendment History
Project Alternative IDS - For multiple ids, add commas following each ID			
FTA GRANT	FTA ALI CODES	STATE JOB #	
FEDERAL PROJ #	PPS #	D-91-260-17, C-91-260-17	
4003926, 4003927, 6127723, JRFU653	1-22089-0002	SECT #	
SPONSOR ID	SRTS ID	17-00121-00-RS	
ITEP	REC TR ID	CMAQ ID	
CREATE ID	SEG NOTES	HPP ID	
SECTION NAME		PROJECT WEBSITE	
<input type="button" value="Save"/>			



The Amendment History tab displays a log of versions from project creation within eTIP to completion. Each project version in the log indicates the version number, TIP, project title, programming status, and dates of CMAP, state, and federal approval. The project versions are listed in reverse chronological order with the most recent version of the project listed first. Clicking on the version number will open the TIP Programming tab for that version. Project histories for projects created prior to March 2016 in the database that preceded eTIP are also accessible on this tab.

**Figure 39. Amendment History tab**

TIP ID: 05-14-0005		VERSION: 7		STATUS: Programmed			
LAST MODIFIED BY: N/A LAST MODIFIED DATE: N/A							
TIP Programming	Obligation	Map	Project IDS	Documents	Amendment History		
Version History <a href="#">See Documents for project history prior to March 2016 or click here.</a>							
VERSION	TIP	PROJECT TITLE	STATUS	MPO APPROVAL	STATE APPROVAL	FTA APPROVAL	FHWA APPROVAL
7	18-10.1 (ADMINISTRATIVE)	CITY OF BERWYN SIDEWALK IMPROVEMENTS	PROGRAMMED	Pending	N/A	N/A	N/A
6	18-05 (FORMAL)	CITY OF BERWYN SIDEWALK IMPROVEMENTS	PROGRAMMED	04/27/2018	04/27/2018	04/27/2018	04/27/2018
5	18-00 (ADOPTION)	CITY OF BERWYN SIDEWALK IMPROVEMENTS	PROGRAMMED	10/24/2017	N/A	N/A	N/A
4	17-03 (FORMAL)	CITY OF BERWYN SIDEWALK IMPROVEMENTS	PROGRAMMED	03/03/2017	03/06/2017	03/06/2017	03/06/2017
3	17-00 (ADOPTION)	CITY OF BERWYN SIDEWALK IMPROVEMENTS	PROGRAMMED	10/21/2016	N/A	N/A	N/A
2	16-00 (ADOPTION)	CITY OF BERWYN SIDEWALK IMPROVEMENTS	PROGRAMMED	04/22/2016	04/22/2016	04/22/2016	04/22/2016
1	15-00 (ADOPTION)	CITY OF BERWYN SIDEWALK IMPROVEMENTS	PROGRAMMED	06/29/2015	6/29/2015	6/29/2015	6/29/2015

# Chapter 3: Project Changes and New Projects

## TIP Actions

Making changes to existing projects, adding new projects, or deleting projects within eTIP requires one of three types of amendments. General descriptions of these actions are provided below. The [TIP Changes - Quick Reference](#) document, available on the [TIP Programmer Resources](#) web page, provides more specific guidance for determining the appropriate amendment type.

### Administrative Amendments

The vast majority of changes made to projects within the TIP are Administrative. Changes to exempt work types, schedule changes within the active years of the TIP, and changes to non-federal funding are administrative. Certain financial changes, such as placing a phase in Advance Construction status, may also be administrative. New projects that have all funding, regardless of source, in MYB and projects with no federal funds and no not exempt or exempt tested work types can be added administratively.

Administrative amendments take effect, and are displayed on the eTIP public website, when accepted by CMAP staff.

### Formal Amendments

Formal amendments are significant changes to the scope, schedule or limits of a project or financial changes that are above the thresholds defined in Chapter 6 of the [FFY 2019 – 2024 TIP](#). Formal Amendments require seven days public comment and approval by the Transportation Committee. New projects that contain any federal fund source not in MYB that consist of only exempt work types are added to eTIP as formal amendments.

Formal amendments take effect, and are displayed on the eTIP public website, when approved by the Transportation Committee.

### Formal Conformity Amendments

Formal Conformity amendments are changes to projects with Not Exempt or Exempt Tested work types that can affect air quality conformity in the region. Scope and limit changes, project schedule changes, and adding/deleting work types are the most common conformity amendments. Conformity amendments require transportation and air quality modeling. The modeling results and the details of the TIP changes are subject to a minimum of 30 days of public comment. Following the comment period the MPO Policy committee considers approval.

# Starting an Amendment

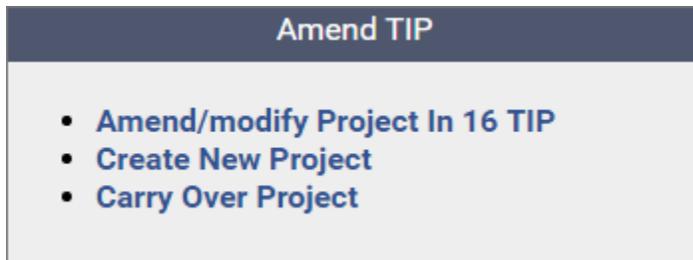
The process for project changes and new project creation begins with a TIP “action”. To create a new project or to amend any project for which the user has edit rights, click “Amend TIP” in the “In Progress Amendments” box on the home screen, as displayed in Figure 40. Alternatively, hover the mouse over “Project Tools” and click “Amend TIP Projects”.

Figure 40. Starting an amendment



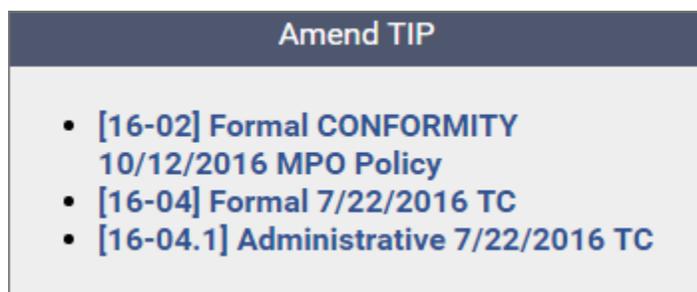
Next, users are promoted to choose whether to amend a project in the current TIP, create a new project or carry over a project from a previous TIP, as shown in Figure 41.

Figure 41. Selecting the type of change



To submit TIP changes, including creating new projects, users must determine the appropriate TIP Action for the type of change (administrative, formal, or conformity) they are making. The TIP Action is often influenced by a project’s exempt status, which is determined by work type. Typically at any time throughout the year, there will be three or four open TIP Actions in eTIP: Administrative (two), Formal, and Formal Conformity.

Figure 42. Selecting an action



After selecting the appropriate TIP action from the list, users will be prompted to search for the TIP project to be amended using the advanced search function (see [Searching for Projects](#)), as shown in Figure 43. Once the project to be amended is located, click the “[AMEND]” link next to the project’s TIP ID.

Figure 43. Selecting a project to amend

The image shows a search results interface. At the top, it says "PROJECT SEARCH RESULTS" and "1 PROJECTS LISTED". There are buttons for "PRINTER FRIENDLY" and "EXPORT TO EXCEL". Below this is a search filter section with several dropdown menus: "TIP ID/OTHER IDs" (01160001), "LEAD AGENCY" (ALL), "MUNICIPALITY", "TIP SOURCE" (Current 16 TIP), "PROJECT TYPE", and "CUR STATUS". There are also fields for "WORK TYPE" (Please click here to select....), "DESCRIPTION/TITLE/STREET NAME", and "EXEMPT STATUS". A "Search" button and a "RESET" button are also present.

TIP ID	TIP	LEAD AGENCY	TITLE	PROJECT TYPE	WORK TYPE	EXEMPT	TOTAL COST	MAP	DOC
01-16-0001	[AMEND]		2016 Arterial Resurfacing Program	Road Maintenance	H-RS	Exempt	\$44,000,000	VAR	

## Completing the TIP Programming form

The TIP Programming tab displays the details of each individual project, in an editable form. Each section of the form is described in detail in below.

### Types of Data Fields and Data Entry Tools

With eTIP, data entry is structured via the use of several different types of fields, including many pre-populated drop-down lists which provide consistent data entry and limit errors. Flexibility is built in to accommodate the need for different data to be collected that is specific to the type and location of projects.

#### Text Boxes

Any text can be entered in a text box. The size of the box on the screen generally indicates the amount of detail that should be provided. Some text boxes, such funding fields, may automatically format the entered text. Note that any text box with the two dash marks in the bottom right corner may be expanded by clicking on that corner, holding, and dragging down to the desired size.

#### Drop-down Lists – Single Values

These fields contain lists of valid values for the field and allow for a single value to be chosen, such as a project type or federal fiscal year. Selecting from a list of valid values is important for

triggering other database actions. For example, when entering project location information, users will first indicate the system on which the project is located (local streets, numbered routes, transit, etc.) and the type of location (bridge, intersection, street segment, bus route, train station, etc.) appropriate to the project, so that corresponding data (from/to for segments, at for intersections, etc.) is requested. Clicking on the down arrow will reveal the choices. Users may also select a value in these fields by typing the first few letters of the selection.

**Drop-down Lists – Multi-select**

Drop-down menus where multiple selections can be made (such as municipalities) have check boxes, and values are grouped within many of the drop-downs (such as fund sources, which are grouped as federal, state, local, or other). An unlimited number of values can be selected by checking all appropriate boxes. Clicking on the down arrow will reveal the choices. Each choice must be manually selected by clicking the individual box. After moving to the next data field, selections will be displayed in the field, and can be edited by clicking the down arrow to expand the list.

**Check Boxes**

Some fields which are yes/no or true/false in nature, such as indicating that the public contact is the same as the primary contact, use a checkbox.

**Spell Check**

Text boxes requiring lengthy information or information that is often displayed on reports and the public site have a spell check link for convenience.

**Links**

Within the form, there are links to other information that may be helpful to users, such as revealing prior funding or funding history, or adding or removing multiple location information.

**Icons**

Certain icons are used in lieu of text links throughout the database. For example, the delete icon (✕) is used to clear information from financial lines and the expand icon (⌵) is used to add subproject titles and associated IDs to the programming information section. Both icons are illustrated in Figure 44.

**Administrative Area**

This area of the form is editable only by CMAP staff and indicates the TIP document that the project version displayed is a part of, the project’s status related to air quality, and includes any internal CMAP staff notes about the project. The TIP document, exempt status and conformity status are included on amendment reports prepared for public comment and committee action.

**Figure 44. TIP Programming Tab - Administrative Area**

Administrative Area <span style="float: right;">Pdf</span>					
ADOPTION/AMENDMENT	MODEL	CURRENT STATUS	EXEMPT STATUS	CONFORMITY STATUS	CONFORMITY DATE
15-01 ADMIN 2015-2019	Yes	Active Project	EXEMPT TESTED	CONFORMED	

### ***Adoption/Amendment***

Indicates the TIP document that contains the version of the project being viewed. TIP Documentation is explained in [Chapter 6: Resources](#) and further information on federal requirements for the TIP process and documentation can be found on the [TIP Documentation](#) page of the CMAP website.

### ***Model***

Indicates if the project is or will be included in the region's conformity model. At this time, the use of this field is TBD.

### ***Current Status***

The current status of a project indicates its programming status at the time it was imported into the eTIP database. This field is for reference to the old TIP database and is planned to be removed soon.

### ***Exempt Status***

The exempt status of the project is based on all work types. The exempt status of a project dictates whether the new project and any subsequent changes are subject to air quality conformity analysis. At this time, this field is manually populated by CMAP staff when the new project is saved and will be updated by CMAP staff if project work types change over the life of the project.

- Exempt
- Exempt Tested
- Not Exempt

### ***Conformity Status***

Indicates if the project is included in the conformed transportation network of the TIP and Long Range Plan. At this time, this field is manually populated by CMAP staff when the new project is saved and will be updated by CMAP staff if project work types change over the life of the project.

- None
- Conformed
- Consultation
- Not Conformed
- Not Required
- To Be Conformed

## Conformity Date

If the Conformity Status is “Consultation”, a decision about the conformity status of the project (or project type) was made by the [Tier II Consultation Team](#) on the date indicated.

## Project Alternative IDs (new projects)

For new projects, the Project Alternative IDs appear on the TIP Programming tab as shown in Figure 45. Once the project is saved, these fields can be viewed and changed on the Project IDS tab. If the project has known alternative IDs, a project website, and/or individual sections upon project creation, enter the information in the appropriate text box(es). Project IDs are explained in detail in the [Adding Project IDs](#) section of this chapter.

Figure 45. Project Alternative IDs

The screenshot shows the 'Project Alternative IDs' form within the 'TIP Programming' tab. The form is titled 'Project Alternative IDS - For multiple ids, add commas following each ID'. It contains several input fields organized into three columns:

- Column 1: FTA GRANT, FEDERAL PROJ #, SPONSOR ID, ITEP, CREATE ID, SECTION NAME.
- Column 2: FTA ALI CODES, PPS #, SRTS ID, REC TR ID, SEG NOTES.
- Column 3: STATE JOB #, SECT #, CMAQ ID, HPP ID, PROJECT WEBSITE.

A 'Save' button is located at the bottom left of the form.

## Project Information

This section includes basic project information including the project title and description, the overall project type and specific work types, and contact information, as shown in Figure 46. Most of the project information is included on amendment reports prepared for public comment and committee action.

Figure 46. Project Information

The screenshot shows the 'Project Information' form. It includes the following fields and options:

- PROJECT TITLE: Joliet Ave: 47th Street to 39th Street (with a 'Spell Check' link).
- PROJECT DESCRIPTION: Joliet Ave (with a 'Spell Check' link).
- PROJECT TYPE: Road Maintenance (dropdown).
- WORK TYPE: Please click here to select..... (dropdown menu with options: [-A-PMRK] SAFETY - PAVEMENT MARKING, [E-ADAIMP] Improve ADA Infrastructure, [E-ADAMAIN] Maintain/Repair ADA Infrastructure, [H-RS] HIGHWAY/ROAD - RESURFACE ( WITH NO LANE WIDENING)).
- MAJOR IMP GROUP: None (dropdown).
- LEAD AGENCY (Programming Lead): Central Council (dropdown).
- COUNTY: COOK (dropdown).
- MUNICIPALITY: LYONS (dropdown).
- CONTACT INFORMATION (Programming Lead): Central Council Michael Fricano (708) 453-9100 mfricano@westcook.org (dropdown).
- SAME FOR PUBLIC:  (checkbox).
- PUBLIC CONTACT INFORMATION: (dropdown).

### Project Title (required)

Enter a short, public friendly title that, when displayed to the public alongside the project category, should clearly and concisely describe the where or what of the project. Click “Spell Check” after entering the project title to ensure spelling errors are corrected before proceeding.

### ***Project Description (required)***

Enter a **brief** narrative description of the work being done on the project, such as "Add turn lanes, modernized traffic signal, and make ADA improvements." Click "Spell Check" after entering the project description to ensure spelling errors are corrected before proceeding.

### ***Project Type (required)***

Select the overall project type from the drop-down list. CMAP has assigned project types to existing TIP projects, based on work types and other project information, such as "roadway maintenance, roadway signals & signs, freight movement, safety, etc." These categories will be used to summarize investments and are intended to help both CMAP, our partners, and the public understand the main focus of projects with multiple work types. Project Types will also be used to summarize investments in the region and will provide a high level illustration of the region's progress toward meeting the policy goals of ON TO 2050 and subsequent regional plans. For example, a project with both H-RS and E-BIKEIMP could be a resurfacing job with some intermittent bike path repair, which would be "Road Maintenance", or it could be a trail upgrade that results in the need for some intermittent road resurfacing, which would be a "Bicycle & Pedestrian" project category. The following are valid Project Type values:

- **Active Transportation**
  - Bicycle & Pedestrian
  - Other Trails
  - Safe Routes to School
- **Roads and Bridges**
  - Bridge Expansion
  - Bridge Routine Maintenance
  - Road Signals & Signs
  - New/Expanded Interchange
  - Road Expansion
  - Road Maintenance
  - Road Modernization
  - Bridge Repair, Rehab, or Replace
  - Intersection/Interchange Improvements
- **Transit**
  - Transit Equipment & Furnishings
  - Systems Improvements
  - Guideway Improvements
  - Transit Line/Route Expansion
  - Transit Vehicles (Bus/Rail)
  - Transit Support Facilities
  - Transit Station/Stop Improvements
  - Transit Operations
- **Freight**
  - Rail-Highway Grade Separation
  - Freight Movement

- **System Management/ITS**
  - Signal Systems
  - Intelligent Transportation Systems
  - Road Operations
- **Other**
  - Emissions Reduction
  - Safety
  - Transportation Enhancements
  - Parking
  - Safety
  - Drainage
  - Environmental Mitigation

***Work Type (at least one selection required)***

Select one or more work types by checking the box next to each one that is appropriate for the project. Work types are used to determine a project’s Exempt Status and are used to classify projects in obligation reports and other documents based on the TIP. A current list of valid work types, with descriptions, abbreviations, project types and exempt status can be found on the [TIP Programmer Resources](#) page of the CMAP web site.

***Major Imp Group***

Select the appropriate group from the list. The group indicates if projects are part of a major implementation group that may be analyzed or reported on as a subset of the TIP, such as those included in ON TO 2050, or CMAQ, TAP, or STP funded projects. Changes to projects in these groups may receive extra scrutiny to ensure that the scope and budget remains consistent with the Long Range Plan or the group to which they belong. All projects not included in these two groups are standard TIP projects with a default MAJOR IMP GROUP = “None”.

***Lead Agency (required; influences auto generated TIP ID)***

Select the agency responsible for the programming of the project within the TIP database. The lead agency is typically the implementing agency, except in the case of locally sponsored projects, which are programmed by the appropriate regional Council of Mayors. A lead agency, county and municipality must be selected prior to saving a new project in order for a TIP ID to be generated.

***County (required; influences auto generated TIP ID)***

Select one or more counties by checking the box next to the county name. For projects that are not at a single location, such as purchasing vehicles or activities at various locations, if the primary use/location will be within a single county, select that county, otherwise select “Regionwide”. A lead agency, county and municipality must be selected prior to saving a new project in order for a TIP ID to be generated. If not assigned by lead agency, the TIP ID will be assigned based on the first (alphabetic) county selected when the project is created. If a specific

TIP ID assignment is desired, only select the county that corresponds to the desired TIP ID. After saving the new project for the first time to establish the TIP ID, you may then add the additional counties and save again.

***Municipality (required; influences auto generated TIP ID)***

Select the municipality or municipalities in which the project is located. For projects in unincorporated areas, select the township, park district, school district, forest preserve district, or "Unincorporated". The municipalities available for selection are limited to those within the county(s) selected. Note that only the endpoint municipalities that were indicated in the previous TIP database were imported into eTIP. Users should add any additional municipalities that the project passes through to this field so that the project is listed when public site users search for projects by municipality. A lead agency, county, and municipality must be selected prior to saving a new project in order for a TIP ID to be generated. If not assigned by lead agency and/or county, the TIP ID will be assigned based on the first (alphabetic) municipality selected when the project is created. If a specific TIP ID assignment is desired, only select the municipality that corresponds to the desired TIP ID. After saving the new project for the first time to establish the TIP ID, you may then add the additional municipalities and save again.

***Primary Contact (required)***

Select the contact information of the person that is the primary contact for project programming information. If no public contact is entered, the primary contact information will appear on the eTIP public website. Primary contact information will be visible to reviewing agencies such as CMAP, IDOT, FHWA, and FTA on the secure eTIP website and should be the person that these agencies should call with questions about the project's programming. To request a new contact or changes to an existing contact in the drop-down list, contact CMAP staff. Note that some contacts may be listed under multiple lead agencies (typically county and council). These contacts should take care to ensure the appropriate entry is selected for the project.

***Same for Public***

Select this checkbox if the same person is both the primary and public contact for the project.

***Public Contact***

Select the contact information of the person that is the public contact for project programming information. This information will be displayed on the public eTIP website should be the person that the public should contact with questions about the project. The public contact may be the TIP programmer, or may be a public information officer, engineering staff, or other appropriate person at the project's implementing agency. To request a new contact or changes to an existing contact in the drop-down list, contact CMAP staff.

***Project Location***

The location portion of the Project Information section includes data required to locate projects within the region and to model projects subject to conformity analysis. Avoid using "and" or "also" in location names. Instead, for projects that involve multiple locations, such as distinct roadway segments, a series of intersections, or several bus routes or train lines, each distinct

location should be entered as a separate line. For projects that involve modelling for conformity determinations, if the characteristics (such as number of lanes, or speed limit) change along the length of the project, those distinct segments should be entered as separate lines, as described later under the “*Is Modeling?*” heading.

**Figure 47. Project location - Local streets with multiple location types**

\* MAP LINK WILL APPEAR AFTER YOU CLICK SAVE

SYSTEM	LOCATION TYPE	TRAIL/ PATH	FROM	TO	DIST MILE(S)	IS MODELING?
Local Streets	Trail/Path Segment					<input type="checkbox"/>
[REMOVE LOCATION]						
LOCATION TYPE	LOCAL NAME OF ROUTE	BRIDGE #	IS MODELING?			
Bridge			<input type="checkbox"/>			
[REMOVE LOCATION]						
LOCATION TYPE	LOCAL NAME OF ROUTE	PRIM CROSS STREET	SEC CROSS STREET	IS MODELING?		
Intersection				<input type="checkbox"/>		
[REMOVE LOCATION]						
LOCATION TYPE	LOCAL NAME OF ROUTE	NEAREST CROSS STREET	IS MODELING?			
Point location			<input type="checkbox"/>			
[ADD NEW LOCATION]						
OTHER PROJECT LOCATION INFORMATION						

### System (required)

Select the appropriate system from the list. The system selected not only affects the remaining location fields that will be available, but also which phase fields will be available in the Programming Information and Schedule Info sections of the project form.

- **Highway/# Road**
  - Projects on any road with an interstate, US, state, or county route number (township routes and FAU routes are not included).
  - Available phases will be ENG I, ENG II, ROW, CON, and CE.
- **Local Streets**
  - Projects on all other roads or on- or off-street bicycle/pedestrian/trails.
  - Available phases will be ENG I, ENG II, ROW, CON, and CE.
- **N/A**
  - Projects that are not location specific that have phase 1 and/or phase 2 engineering and/or a construction phase.
  - Available phases will be ENG I, ENG II, ROW, CON, and CE.
  - Example – Transit agencies programming a project with traditional phase 1 and 2 engineering, right-of-way acquisition and construction phases should select “N/A” as the system. Selecting “Transit” will only make general engineering, construction, and implementation phases available for funding.

- **Non-Infrastructure**
  - Projects that are not location specific that have general engineering and/or implementation phases such as Safe Routes to School non-infrastructure projects and emissions reduction projects.
  - Available phases will be ENG, IMP, and CON.
  - Example – Planning Liaisons programming a project such as a SRTS education/enforcement project should select “Non-Infrastructure” as the system in order to make an implementation phase available for funding.
  
- **Transit**
  - Projects involving bus or rail (including freight) service, lines, stops, or support facilities.
  - Available phases will be ENG, IMP, and CON.

***Location Type (required)***

Select the appropriate location type from the list. Each system has different location type choices that affect the specific location information that is collected:

- **Highway/# Road**
  - Bridge
  - Highway Segment
  - Interchange
  - Intersection
  - Not Location Specific
  - Point Location
  - Various Locations
  
- **Local Streets**
  - Bridge
  - Intersection
  - Not Location Specific
  - Point Location
  - Street Segment
  - Trail/Path Segment
  - Various Locations
  
- **Transit**
  - CTA – Bus Route, Bus Stop, Garage, Other Support Facility, Terminal, Train Line, Train Station, Yard

- Metra – Garage, Other Support Facility, Terminal, Train Line, Train Station, Yard
  - Pace – Bus Route, Bus Stop, Garage, Other Support Facility, Park-N-Ride, Terminal, Yard
  - Other Rail – CREATE Corridor, Other Freight/Private
  - Other Transit – Not Location Specific, Other Transit
- **Non-Infrastructure**
    - Education/Enforcement
    - Emissions Reduction
    - Other
    - Traffic Control/Management

### **Location Fields**

The fields available for location information vary by the System and Location Type selected. All possible fields are described below. The System/Location Types that they apply to are noted.

- **Route**

Select the route number the project is located on.

  - I/US/IL/CH – highways that have multiple designations
  - I – Interstate
  - US – US Highway
  - IL – State Route
  - CH – County Highway

Please contact CMAP staff if you believe a route is missing from the list.

*Applies to: Highway/# Road System (required)*

- **Local Name of Route**

For Highway/# Road, enter the local name of the primary location of the project. For example, US 14 is known locally in Cary as Northwest Highway. If there is no local name for a numbered route, leave this field blank. For Local Streets, indicate the street name of the primary location of project. For projects processed through IDOT Local Roads, the name should match all IDOT paperwork (PPI form, PDR title, etc.). Remember that for projects that involve multiple locations, such as distinct roadway segments, a series of intersections, or several bus routes or train lines, each distinct location should be described as a separate line.

*Applies to: All location types on the Highway/# Road System (optional); Bridge, Not Location Specific, Point Location, Street Segment and Various Locations types on the Local Streets System (required)*

- **Bridge #**  
Enter the IDOT structure number of the bridge associated with the project. If more than one structure is included in the project, list each one on a separate location line. Note, structure numbers can be found using IDOT's [Bridge Information System Search page](#). It is best to select the City or County in which the structure is located, and then pan/zoom to the project location to find the correct structure.

*Applies to: Bridge location types on the Highway/# Road System or Local Streets System (required)*

- **From**  
Enter the cross street that is at the northern or western end of the project. The “street” can also be another geographic feature such as a river, rail line, or political boundary (village limits, county line, etc.).

*Applies to: Hwy Segment location type on the Highway/# Road System (required); Street Segment and Trail/Path location types on the Local Streets System (required)*

- **To**  
Enter the cross street that is at the southern or eastern end of the project. The “street” can also be another geographic feature such as a river, rail line, or political boundary (village limits, county line, etc.).

*Applies to: Hwy Segment location type on the Highway/# Road System (required); Street Segment and Trail/Path segment location types on the Local Streets System (required)*

- **Dist Mile(s)**  
Enter the length of the project in miles. The map application can be used to measure distances, as described later in this chapter.

*Applies to: Hwy Segment location type on the Highway/# Road System (required); Street Segment and Trail/Path Segment on the Local Streets System (required)*

- **# Location(s)**  
Enter the approximate number of distinct locations where work will be done for projects with multiple locations that are not listed individually, such as filling sidewalk gaps within a geographic region.

*Applies to: Various Locations type on Highway/# Road and Local Streets Systems (required)*

- **Cross Route**  
For interchanges of two numbered routes, enter the route number of the secondary route.

*Applies to: Interchange location type on the Highway/# Road System (optional)*

- **Cross Street Name**  
For interchanges, enter the local name of the secondary route.

*Applies to: Interchange location type on the Highway/# Road System (required)*
- **Cross Street**  
For intersections, enter the local name of the cross street.

*Applies to Intersection location type on the Highway/# Road System (required)*
- **Nearest Cross Street**  
For locations along roadways that are not located at an intersection, enter the nearest cross street (or geographic feature) to the project location.

*Applies to: Point location type on the Highway/# Road and Local Streets System (optional); All location types on the Transit System (optional)*
- **Prim Cross Street**  
Enter the primary cross street for an intersection.

*Applies to: Intersection location type on the Local Streets System (required)*
- **Sec Cross Street**  
Enter the secondary cross street for an intersection.

*Applies to: Intersection location type on the Local Streets System (required)*
- **Trail/Path**  
For trails/paths that are named (such as the Illinois Prairie Path or Fox River Trail), enter the trail name.

*Applies to: Trail/Path Segment on the Local Streets system (required)*
- **Route/Location Description**  
For bus route, train line, and CREATE corridor location types on the transit system, select the route, line, or corridor (including "multiple routes", "new route" and "systemwide"). For all other location types on the Transit system, enter a description of the location in this field, such as the street a bus stop is located on, or the specific location of a yard, garage, or support facility.

*Applies to: All location types on the Transit system (required)*

### ***Is Modeling?***

All projects with Not Exempt or Exempt Tested Work Types are modeled (see Work Type information on the [TIP Programmer Resources](#) web page). If the model segment matches the project limits, the box should be checked and the model information completed. If the model

segment differs from the overall project limits, or if the characteristics (such as speed limits) change within the project limits, users will need to add a new location for each distinct model segment, check the box, and complete the model information for each segment to be modeled. For example, in Figure 48, the number of lanes after the improvement changed.

**Figure 48. Model segments that differ from the project limits**

SYSTEM		LOCATION TYPE		LOCAL NAME OF ROUTE		FROM	TO	DIST MILE(S)		IS MODELING?
Local Streets		Street Segment		Main St.		1st St.	5th St.	5		<input type="checkbox"/>
[REMOVE LOCATION]										
SYSTEM		LOCATION TYPE		LOCAL NAME OF ROUTE		FROM	TO	DIST MILE(S)		IS MODELING?
Local Streets		Street Segment		Main St.		1st St.	3rd St.	3		<input checked="" type="checkbox"/>
COMP YEAR	LENGTH (Miles)	BEF # LANES	AFT # LANES	BEF LANE WIDTH	AFT LANE WIDTH	BEF SPEED	AFT SPEED	BEF SIG INTER	AFT SIG INTER	
2025	3	2	3	12	12	30	35	No	No	
[REMOVE LOCATION]										
SYSTEM		LOCATION TYPE		LOCAL NAME OF ROUTE		FROM	TO	DIST MILE(S)		IS MODELING?
Local Streets		Street Segment		Main St.		3rd St.	5th St.	2		<input checked="" type="checkbox"/>
COMP YEAR	LENGTH (Miles)	BEF # LANES	AFT # LANES	BEF LANE WIDTH	AFT LANE WIDTH	BEF SPEED	AFT SPEED	BEF SIG INTER	AFT SIG INTER	
2025	2	2	4	12	12	30	35	No	No	
[ADD NEW LOCATION]										

**Link: Map**

The “Map” link at the right of the location information section redirects the user to the map application, zoomed in to the location entered. For new projects, the map link will only be available after project information is saved for the first time. If a project cannot be mapped the user should attach a map in the documents tab.

**Links: Add New Location / Remove Location**

If there is more than one location for the project, click “[ADD NEW LOCATION]” to display another line for entering location information. Conversely, a “[REMOVE LOCATION]” option will appear if the user wishes to permanently delete the additional location. The first location listed can never be removed.

**Other Location Information**

Enter any other information about the project location that is not contained in the previous location fields, such as omissions within the limits.

**Programming Information**

The Programming Information section contains the detailed financial information about the project. This section includes the Estimated Total Project Cost field, which applies to the entire project, and a series of fields that apply to each financial line item.



## **FFY**

Select the federal fiscal year (FFY) in which funds for the line item will be authorized (for federal fund sources) or expended (for state or local fund sources). The federal fiscal year is from October 1 (of the prior calendar year) to September 30. If the FFY for the line item is unknown at the time the project is entered in the eTIP database select "MYB".

## **Fund Type**

Select the source of funds for the line item. A description of current fund sources, including how they are distributed, who is responsible for programming and whether they are federal, state or local, is available on the [TIP Programmer Resources](#) page of the CMAP web site.

## **AC/C**

To indicate when federal funds are authorized or converted from Advance Construction, select AC or ACC. Only FHWA fund sources use advance construction. For sources that do not use advance construction, the AC/C field will not contain any values. More information on Advance Construction can be found in this [memo](#) on the [TIP Programmer Resources](#) page of the CMAP website.

To place a phase *into* Advance Construction, locate the financial line item, and select "AC" from the drop-down. Phases being placed in AC should already be programmed in the current year. Select "AC" only when an AC conversion notice is received from IDOT, or when the obligation information on the Obligations tab indicates the programmed funding was authorized in AC (positive value in the Auth AC column).

To convert a phase *from* Advance Construction, locate the financial line item, and select "ACC" from the drop-down and change the FFY to the current year. Select "ACC" only when an AC conversion notice from IDOT indicates the line item has been converted from AC to current status or when the obligation information on the Obligations tab shows a negative value in the Auth AC column, and a corresponding positive value in the Obligated column. Converted phases were typically placed in AC in prior years, therefore it is usually necessary to click the "Prior Fund(s)" link at the top right of the Programming section in order to locate the financial line item that is being converted. The matching funds for converted line items should remain programmed in the year in which the line item was initially obligated. In some instances, only a partial conversion is completed by FHWA. Only those funds that have been converted, as indicated in the notification email and on the Obligations tab, should be moved to the current FFY and flagged as ACC. The AC line item amounts should be edited to indicate the amount that remains authorized in AC.

## **Phases (ENG I, ENG II, ROW, CON, CE, ENG, IMP)**

Enter the cost for each line item (FFY and funds source) in the appropriate phase column in dollars. **Important! eTIP utilizes the actual dollar amount**, not thousands of dollars.

For Highway/# Road, Local Streets, and N/A systems, the phases are:

- ENG I – preliminary engineering

- **ENG II** – design engineering
- **ROW** – right-of-way acquisition
- **CON** – construction
- **CE** – construction engineering

For Transit and Non-Infrastructure systems the phases are:

- **ENG** – pre-implementation studies or planning, preliminary, and/or design engineering for construction projects
- **IMP** – implementation
- **CON** – construction

**Total**

The line item total is auto calculated.

**Financial Line Identifiers (State Job, Fed Proj, PPS, FTA Grant, ALI Code)**

Financial line identifiers vary by the system the project is located on. Identifiers must first be entered and saved on the Project IDs tab to be available for selection on financial lines. Users can toggle back and forth between the TIP Programming tab and Project IDs tab when making changes to existing eTIP projects.

For Highway/# Road, Local Streets, N/A, and Non-Infrastructure systems, the IDs are:

- **STATE JOB #** – state job number
- **FED PROJ #** – federal project number
- **PPS #** – IDOT annual program number

For projects utilizing federal funds, the state job and/or federal project number should be entered for each project phase prior to the federal authorization. Doing so assists FHWA staff with authorization approvals and is critical to match obligation data with programming data. These numbers are found on the Project Program Information (PPI) form and local agency agreements as well as within IDOT's internal project databases. Local agencies should contact IDOT Local Roads staff for assistance if these numbers are not known.

For Transit systems, the IDs are:

- **FTA GRANT #** – The grant number assigned by the FTA in the TrAMS database
- **ALI CODE** – FTA TEAM Scope & Activity Line Item Codes (ALIs) that are included in the FTA grant for the project or project phase



**Figure 51. Programming Information grouped by project sections**

Programming Information (\$0)										Prior Fund(s)		Funding History	
FFY (octsept)	FUND TYPE	AC/C	ENG I	ENG II	ROW	CON	CE	TOTAL	STATE JOB#	FED PROJ#	PPS #		
Section - Section A-2/B-1 - W. of Randall Road to Karen Drive Add IDs													
Section - N/A Add IDs													
Section - Section B-2 - Karen Drive to East of IL 31 Add IDs													
2018	IL Funds			\$0	\$0	\$0	\$14,342,324	\$0	\$14,342,324	C-91-065-15			
2018	CMAQ	ACC		\$0	\$0	\$0	\$1,400,000	\$0	\$1,400,000	C-91-109-17	4003847		
2018	STP - County	ACC		\$0	\$0	\$0	\$2,822,377	\$0	\$2,822,377	C-91-109-17	4003847		
2018	Local Funds			\$0	\$0	\$0	\$10,435,298	\$2,271,940	\$12,707,238				
Section - Section C1 - East of IL 31 to West of Sandbloom Road Add IDs													
2019	Local Funds			\$0	\$0	\$0	\$30,000,000	\$3,000,000	\$33,000,000				
Section - Section C2 - West of Sandbloom Road to West edge of IL 25 intersection SECT #: 18-00215-21-BR Add IDs													
2019	STP - Locally Prgmd			\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000	C-91-190-18			
2019	Local Funds			\$0	\$0	\$0	\$4,890,549	\$2,000,000	\$6,890,549	C-91-190-18			
2019	STP - County			\$0	\$0	\$0	\$400,000	\$0	\$400,000	C-91-190-18			
2019	IL Funds			\$0	\$0	\$0	\$12,209,451	\$0	\$12,209,451	C-91-190-18			
Section - Section C3 - W of IL 25 intersection to western terminus of D SECT #: 18-00215-22-CH Add IDs													
2018	Local Funds			\$0	\$0	\$0	\$11,708	\$500,000	\$511,708	C-91-189-18			
2018	IL Funds			\$0	\$0	\$0	\$5,560,842	\$0	\$5,560,842	C-91-189-18			
Section - Section D - East of IL 25 to IL 62 Add IDs													
2018	IL Funds			\$0	\$0	\$0	\$8,129,676	\$0	\$8,129,676	C-91-066-15			
2018	MFT - State Allocation			\$0	\$0	\$0	\$4,101,949	\$749,004	\$4,850,953	C-91-066-15			
									\$0				

In order to organize fund line items into sections, the section titles must first be created in the Project IDs tab in the "Section Name" field, separated by commas, as illustrated in Figure 52.

**Figure 52. Project IDs tab - Section Name**

TIP Programming | Obligation | Map | **Project IDS** | Documents | Amendment History

Project Alternative IDS - For multiple ids, add commas following each ID

FTA GRANT 6000469	FTA ALI CODES	STATE JOB # C-88-001-01, C-88-011-13, D-88-028-14, P-88-001-01, C-88-004-17
FEDERAL PROJ # 6000469, 0341025, 0341024, 6000469, 0341025, 0341024, 6000	PPS # 1-11013-0021, 1-21353-0002, 1-10252-1000, 1-11015-0014, 1-10	SECT # 00-E0534-00-BR, 00-E0534-01-BR, 09-E0534-00-BR
SPONSOR ID	SRTS ID	CMAQ ID 01063424, BP0123825
ITEP	REC TR ID	HPP ID
CREATE ID	SEG NOTES	PROJECT WEBSITE http://www.navypierflyover.com

SECTION NAME  
#1 Jane Addams to Ogden Slip, #2 Ogden Slip to River, #3 Bridge over River, Jane Adams Park to Chicago River - PE1

**Save**

Upon clicking "Save", the section names will be available for selection in the Programming Information section of the TIP Programming tab by clicking on the arrow icon (⌵) for each line item to be assigned to a section.

**Figure 53. Programming Information - Adding project segments**

Programming Information (\$0)										Prior Fund(s)		Funding History	
FFY (octsept)	FUND TYPE	AC/C	ENG I	ENG II	ROW	CON	CE	TOTAL	STATE JOB#	FED PROJ#	PPS #		
**Fund Match Warning in FY2017, FY2018**													
PROJECT SEGMENT:													
2018	STP - Locally Prgmd			\$0	\$0	\$0	\$2,333,600	\$0	\$2,333,600	C-88-001-01	0341025	1-11013-0021	
2018	IL Funds			\$0	\$0	\$0	\$19,023,208	\$1,756,792	\$20,780,000	C-88-004-17	W46U596		
2018	CMAQ			\$0	\$0	\$0	\$16,000,000	\$0	\$16,000,000	C-88-004-17	W46U596		
2018	STP - Locally Prgmd			\$0	\$0	\$0	\$12,649,792	\$1,168,208	\$13,818,000	C-88-004-17	W46U596		
2018	CMAQ			\$0	\$409,600	\$0	\$0	\$0	\$409,600	D-88-028-14	6000469	1-21353-0002	
2018	STP - Locally Prgmd	ACC		\$0	\$870,400	\$0	\$0	\$0	\$870,400	D-88-028-14	6000469	1-21353-0002	
2018	STP - Locally Prgmd	ACC		\$0	\$236,000	\$0	\$0	\$0	\$236,000	D-88-028-14	6000469		
									\$0				

After saving the section assignments, additional identifiers may be added to each section, by clicking the Add IDs link.

**Figure 54. Programming Information - Adding additional section IDs**

Programming Information (\$0)											Prior Fund(s)	Funding History			
FFY (or SEP)	FUND TYPE	AC/C	ENG I	ENG II	ROW	CON	CE	TOTAL	STATE JOB#	FED PROJ#	PPS #				
Section - Section A-2/B-1 - W. of Randall Road to Karen Drive												Add IDs			
Section - N/A												Add IDs			
Section - Section B-2 - Karen Drive to East of IL 31												Add IDs			
2018	IL Funds		\$0	\$0	\$0	\$14,342,324	\$0	\$14,342,324	C-91-065-15			x			
2018	CMAQ	ACC	\$0	\$0	\$0	\$1,400,000	\$0	\$1,400,000	C-91-109-17	4003847		x			
2018	STP - County	ACC	\$0	\$0	\$0	\$2,822,377	\$0	\$2,822,377	C-91-109-17	4003847		x			
2018	Local Funds		\$0	\$0	\$0	\$10,435,298	\$2,271,940	\$12,707,238				x			
Section - Section C1 - East of IL 31 to West of Sandbloom Road												Add IDs			
2019	Local Funds		\$0	\$0	\$0	\$3,000,000	\$3,000,000	\$3,000,000				x			
Section - Section C2 - West of Sandbloom Road to West edge of IL 25 intersection												SECT #: 18-00215-21-BR		Add IDs	
2019	STP - Locally Prgmd		\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000	C-91-190-18			x			
2019	Local Funds		\$0	\$0	\$0	\$4,890,549	\$2,000,000	\$6,890,549	C-91-190-18			x			
2019	STP - County		\$0	\$0	\$0	\$400,000	\$0	\$400,000	C-91-190-18			x			
2019	IL Funds		\$0	\$0	\$0	\$12,209,451	\$0	\$12,209,451	C-91-190-18			x			
Section - Section C3 - W of IL 25 intersection to western terminus of D												SECT #: 18-00215-22-CH		Add IDs	
2018	Local Funds		\$0	\$0	\$0	\$11,708	\$500,000	\$511,708	C-91-189-18			x			
2018	IL Funds		\$0	\$0	\$0	\$5,560,842	\$0	\$5,560,842	C-91-189-18			x			
Section - Section D - East of IL 25 to IL 62												Add IDs			
2018	IL Funds		\$0	\$0	\$0	\$8,129,676	\$0	\$8,129,676	C-91-066-15			x			
2018	MFT - State Allocation		\$0	\$0	\$0	\$4,101,949	\$749,004	\$4,850,953	C-91-066-15			x			
								\$0							

**Indicating Use of Transportation Development Credits (TDCs or TDCHs)**

TDCs (also known as Toll Credits) are used to provide credit towards local match requirements for certain federally funded projects. When used for transit projects, they are referred to as TDCs, for highway projects, they are referred to a TDCHs. When credits are used, the federal participation in a project is increased, typically to 100%. The credits themselves are not actual cash being spent on projects, and therefore they are not a part of the total project cost. However the additional federal funds being used are a part of the total cost. Documenting the use of TDCs and TDCHs in the eTIP database is critical to understanding the magnitude of their use in the region and increases transparency to the public.

- On the secure site, TDC's are treated as a regular financial line item, however they are not included in the yearly totals or project grand total. Figure 55 illustrates the use of TDCs on a transit project. In this example, there are \$2.5M in TDCs being used to match \$9.2M in FTA 5337 funds in FFY 2016 (\$2.5M + \$9.2M = \$11.7M), and \$5M in TDCs matching \$15M in FTA 5337 funds in FFY 2017 (\$5M + \$15M = \$20M).
- To properly account for both the federal funds and TDCs being used for a project, the total amount of federal funds should be entered as a separate financial line item for each federal fiscal year (FFY), federal fund source, and phase.
- The TDCs being used to "match" each federal financial line item should be entered on a separate line item.
- The fund source for TDCs is "Trans Credit – Transit". The fund source for TDCHs is "Trans Credit – Local/State Hwy".



**Figure 57. Schedule Info - Highway/# Road, Local Streets, and N/A location types**

**Schedule Info**

---

CURRENT IMPLEMENTATION STATUS  OPEN TO TRAFFIC

TARGET FEDERAL AUTHORIZATIONS AND CONSTRUCTION LETTING (MONTH/YEAR)

ENG I      ENG II      ROW      CON/CE      SEGMENT

MONTH YEAR    MONTH YEAR    MONTH YEAR    MONTH YEAR   

SCHEDULED START          X

[\[ADD NEW SCHEDULE\]](#)

**Figure 58. Schedule Info - Transit and Non-Infrastructure location types**

**Schedule Info**

---

CURRENT IMPLEMENTATION STATUS  OPEN TO TRAFFIC

TARGET FTA GRANT APPLICATION(S) SUBMITTAL (MONTH/YEAR)

ENG      IMP      CON/CE      SEGMENT

MONTH YEAR    MONTH YEAR    MONTH YEAR   

SCHEDULED START        X

[\[ADD NEW SCHEDULE\]](#)

**Current Implementation Status**

Select the current status of the entire project from the drop-down list. The choices are generally arranged in the order they occur from “Project Scoping” to “Project Closed Out” for projects processed through IDOT/FHWA and from “Preparing FTA Grant Application” to “FTA Grant Closed Out” for projects processed through FTA. A full list of values can be found in Table 3. The list contains guidance for highway vs. transit and the typical phase in which the listed status is likely to occur. It is not necessary to update this field every time a project milestone is reached, but is necessary to update this field any time a TIP change is submitted.

**Table 3. Current Implementation Status Values**

Current Implementation Status	Hwy/Transit	Phase
No project activity	ALL	ALL
Project scoping	Hwy	Pre-phase 1
Phase 1 Qualifications Based Selection (QBS) underway	Hwy	Pre-phase 1
Phase 1 QBS completed	Hwy	Pre-phase 1
Phase 1 engineering agreement submitted	Hwy	Phase 1
Phase 1 notice to proceed issued	Hwy	Phase 1
IDOT Phase 1 kick-off held	Hwy	Phase 1
Env. Survey Request (ESR) submitted	Hwy	Phase 1
1st State/Federal coordination mtg. held	Hwy	Phase 1
CE concurrence received	Hwy	Phase 1
Design variance concurrence received	Hwy	Phase 1
Draft phase 1 report (PDR or equiv.) submitted	Hwy	Phase 1
Public hearing/meeting held	Hwy	Phase 1
Final phase 1 report (PDR or equiv.) submitted	Hwy	Phase 1
Phase 1 design approval (DA) received	Hwy	Phase 1

Phase 2 QBS underway	Hwy	Phase 2
Phase 2 QBS completed	Hwy	Phase 2
Phase 2 engineering agreement submitted	Hwy	Phase 2
Phase 2 notice to proceed issued	Hwy	Phase 2
IDOT Phase 2 kick-off held	Hwy	Phase 2
30% plans completed	Hwy	Phase 2
60% plans completed	Hwy	Phase 2
90% plans completed	Hwy	Phase 2
Pre-final plans and estimates (draft PS&E) submitted	Hwy	Phase 2
Final plans, specs and estimates (PS&E) submitted	Hwy	Phase 2
ROW agreement submitted	Hwy	ROW
ROW kick-off held	Hwy	ROW
ROW acquisition started	Hwy	ROW
ROW acquisition complete and certified	Hwy	ROW
Construction engineering QBS underway	Hwy	Construction
Construction engineering QBS completed	Hwy	Construction
Draft construction/CE agreements submitted	Hwy	Construction
Final construction/CE agreements submitted	Hwy	Construction
Project advertised for letting	Hwy	Construction
Project let	Hwy	Construction
Construction contract awarded	Hwy	Construction
Construction started	Hwy	Construction
Construction completed	Hwy	Construction
Final voucher submitted (construction/CE)	Hwy	Construction
Project closed out (construction/CE)	Hwy	Construction
Preparing FTA grant application	Transit	ALL
TDC request submitted	Transit	ALL
TDC request approved	Transit	ALL
Fund transfer (FHWA to FTA) request submitted	Transit	ALL
Fund transfer completed	Transit	ALL
FTA grant application submitted	Transit	ALL
FTA grant application under review	Transit	ALL
FTA grant application approved	Transit	ALL
FTA grant amendment submitted	Transit	ALL
FTA grant amendment approved	Transit	ALL
Engineering or equivalent underway	Transit	New/maintain infrastructure
Engineering or equivalent completed	Transit	New/maintain infrastructure
Construction contract awarded	Transit	New/maintain infrastructure
Construction underway	Transit	New/maintain infrastructure
Construction completed	Transit	New/maintain infrastructure
Procurement of equipment initiated	Transit	New equipment
Equipment delivered	Transit	New equipment
Rehab/maintenance of equipment initiated	Transit	Maintain/repair equipment

Equipment placed in service	Transit	New/Maintain equipment
Operations underway	Transit	Operations
Project underway	ALL	Other
Project complete	ALL	Other
FTA grant closed out	Transit	ALL

***Open to Traffic (required)***

Select the calendar year in which the project will be complete, and open for public use. This information is required for all projects. The open to traffic year should be the same as the completion year for Not Exempt and Exempt Tested projects. For non-infrastructure projects, the open to traffic year should be the year in which the project will be implemented. For multi-year programs, the final year should be selected.

***Scheduled Start Month/Year (required for phases funded in the current FFY)***

Select the Month and Year that each funded phase of the project is scheduled to start. In general, “start” means the date when funds are obligated or a contract or agreement to complete work is executed. A month and year are required for all phases with any funding in the current FFY. A year is requested for all funded phases, and should reflect the actual planned project schedule (calendar year), not the funding year, which may differ from the target year due to financial constraint or other programming considerations. In some cases, particularly non-federally funded engineering phases, a target month may be unknown. In these cases, the anticipated calendar year quarter (i.e. Q1 = January, February, or March, Q2 = April, May, or June, etc.) may be selected. Phases that began prior to January 2016 can be left blank. If a phase that began prior to 2016 is converted from AC to ACC (and thus moved into the current FFY), select the month/year of the conversion.

***Segment***

Select the segment to which the schedule information applies. In most cases, “Entire Project” will be selected, however for complex projects being implemented over multiple years or in segments or stages, select the appropriate segment. Click on the [ADD NEW SCHEDULE] link to add a schedule for each individual segment. For more information on creating segments, see the eTIP User Guide or the “Completing the TIP Programming Form” webinar. To delete a schedule section, click on the “X” to the right of the Segment field.

***Project Questions***

The Project Questions section is used to capture targeted information about projects, such as relationships to other TIP projects, inclusion of ITS or freight components, relationship to pavement management systems, and the project’s potential to influence federally required performance targets. At least one question must be selected for every project.

**Figure 59. Project Questions**

**Project Questions**

---

Project is split from another project. The TIP ID is

Project is a combination of multiple projects. The TIP ID(s)

Project is related to another project(s). The TIP ID(s)

Includes an ITS component? Estimated total cost

Includes elements to specifically address the movement of freight? Estimated total cost

Project is identified in a Pavement Management System. The adopting agency and date of adoption of that plan are

Project may influence HIGHWAY SAFETY performance targets

Project may influence TRANSIT SAFETY performance targets

Project may influence TRANSIT ASSET CONDITION performance targets

Project may influence PAVEMENT CONDITION performance targets

Project may influence BRIDGE CONDITION performance targets

Project may influence TRAVEL RELIABILITY/CONGESTION performance targets

Project may influence NON-SOV TRAVEL performance targets

Project may influence EMISSIONS REDUCTION performance targets

None of the questions above apply to this project

### ***Relationship to other TIP Projects***

The first three questions document a project’s relationship to other TIP projects.

- Project is split from another project. Select if the project was previously programmed under a different TIP ID and enter that TIP ID in the space provided.
- Project is a combination of multiple projects. Select if multiple projects were combined to create the current project and enter the TIP IDs of those projects in the space provided.
- Project is related to another project(s). Select if the project is part of a group of projects that were programmed separately but may be implemented together and enter the TIP ID(s) of the related project(s) in the space provided.

### ***Included elements (ITS and Freight)***

The next two questions are meant to capture the region’s investments in certain project types or elements that are not always evident in the overall description or programming.

- Includes an ITS component? Select if the project includes Intelligent Transportation System (ITS) components and enter the estimated cost of those components in the space provided.
- Includes elements to specifically address the movement of freight? Select if the project includes elements, such as larger turn radii, that are specifically intended to improve the movement of freight and enter the estimated cost of those elements in the space provided.

### ***Pavement Management Systems***

The next question is intended to provide a sense of how pavement management systems in use throughout the region may influence project selection and programming.

- Project is identified in a Pavement Management System. Select if the project location and scope of work were identified in any Pavement Management System, and indicate the agency that adopted that system and the date of adoption in the space provided.

## **Performance Targets**

The final eight questions are used to gauge the potential for the TIP to address federally required performance targets. Each question relates to a target area described below along with guidance for determining the potential for a project to influence each. The performance targets are not mutually exclusive and many projects included in the TIP will have the potential to influence multiple targets.

## **Highway Safety**

Highway safety performance will be measured by the number and rates of motorized and non-motorized fatalities or serious injuries. Many projects in the TIP contain scope elements that can influence these measures:

- If the overall Project Type is any of the following, select this checkbox: Safe Routes to Schools or Safety
- If the project is funded in whole or in part with any of the following, select this checkbox: Federal - Highway Safety Improvement Program (HSIP), Rail-Hwy Safety, or Safe Routes to School, or State - Grade Xing Protection or ICC – RR Safety
- If the project contains any of the below Work Types, select this checkbox:

[A-BAR] – SAFETY – BARRIERS

[A-BEA] – SAFETY – BEACONS

[A-FNC] – SAFETY – FENCING

[A-GRD] – SAFETY – GAURDRAILS

[A-LTS] – SAFETY – LIGHTING

[A-MED] – SAFETY – MEDIAN PROJECTS

[A-OPT] – SAFETY – OPTICOM EQUIPMENT

[A-OTH] – SAFETY – OTHER

[A-PMRK] – SAFETY – PAVEMENT MARKING

[A-RRXING] – SAFETY – RAILROAD CROSSING IMPROVEMENT

[A-SHDR] – SAFETY – SHOULDER IMPROVEMENTS

[A-SKIDT] – SAFETY – SKID TREATMENTS

[E-SRTS] – SAFE ROUTES TO SCHOOL

[H-ALIGN] – HIGHWAY/ROAD – VERTICAL/HORIZONTAL ALIGNMENT (E.G. CLEARANCE)

[H-RRGS] – HIGHWAY/ROAD – RAILROAD GRADE SEPARATION

Projects with other work types, such as intersection improvements, highway or bridge reconstruction, maintenance, or expansion, bicycle and pedestrian projects, traffic signals, etc. may also influence safety targets based on specific design details that may add or provide improved vehicle, bicycle, or pedestrian safety. Until supplemental questions are developed, programmers should use their judgement, based on availability and understanding of specific

project details, when determining if a project has the potential to reduce traffic fatalities and serious injuries.

**Transit Safety**

Transit safety performance targets remain under development, but will be related to fatalities and injuries, safety events (collisions, fire, derailment, security, etc.), and system reliability (breakdowns). Any transit project type with the following work types may influence the targets:

- [C-MAINT] Rail Stations – Maintain, Rehabilitate, Replace
- [C-MOD] Rail Stations – Modernize, Replace
- [F-SPTV] Facility – Signal Priority for Transit
- [J-REP] Rolling Stock - Replace Existing Vehicles
- [R-IMP] Rail Line – Improve Line
- [R-MAINT] Rail Line – Maintain, Rehabilitate, Replace
- [J-REHAB] Rolling Stock – Rehabilitate Vehicles
- [J-REP] Rolling Stock – Replace Existing Vehicles
- [O-OPS] Operations – Transit Operating Assistance
- [U-CPSIMP] CPS – Improvement
- [U-CPSMAINT] CPS - Maintenance
- [X-MOD] Transfer Facility – Modernize, Repair

While the majority of influence will be from transit projects, highway projects that improve bus safety or those that are at or near rail crossings may also address transit safety targets.

Project Types	Work Types
Intersection/Interchange Improvements	[H-INTIMP] Highway/Road – Intersection Improvement
Rail-Highway Grade Separation	[H-RRGS] Highway/Road – Railroad Grade Separation
Intelligent Transportation Systems	[A-BEA] Safety – Beacons
Signal Systems	[A-LTS] Safety – Lighting
Road Operations	[A-OTH] Safety – Other
Safety	[A-RRXING] Safety – Railroad Crossing Improvements
	[S-MOD] Signals - Modernization

**Transit Asset Condition**

Transit condition performance measures are related to both the useful life benchmark (ULB) for vehicles (bus and rail) and miles of rail with track performance restrictions. Therefore, projects of the following types that include the listed work types should indicate they can influence transit asset condition targets by selecting the checkbox as outlined below.

Project Types	Work Types
Transit Vehicles (Bus/Rail) Other Transit	[J-EXP] Rolling Stock – Expand Fleet [J-REP] Rolling Stock - Replace Existing Vehicles
Transit Line/Route Expansion Systems Improvements Guideway Improvements Other Transit	[R-EXP] Rail Line – Extend Line [R-IMP] Rail Line - Improve Line [R-MAINT] Rail Line – Maintain, Rehabilitate, Replace [R-NEW] Rail Line – New Line

### ***Pavement Condition***

Pavement condition performance measures apply to the interstate system and the non-interstate NHS. Road maintenance, modernization, or expansion projects on either of these systems that include any of the following work types should indicate they can influence pavement condition targets by selecting the checkbox:

- [B-OVR] Bridge Deck - Overlay
- [B-PCHF] Bridge Deck - Full Depth Patching
- [B-PCHP] Bridge Deck - Partial Depth Patching
- [H-AL] Highway/Road – Add Lanes
- [H-EXT] Highway/Road – Extend Road
- [H-IRS] Highway/Road – Intermittent Resurfacing
- [H-PATCH] Highway/Road – Pavement Patching
- [H-RCINKND] Highway/Road - Reconstruct In Kind
- [H-RCNST] Highway/Road – Reconst with Change in Use or Width of Lane
- [H-RS] Highway/Road – Resurface (With No Lane Widening)
- [H-WRS] Highway/Road – Widen Lanes and Resurface

### ***Bridge Condition***

Bridge condition performance measures apply to the percentage of bridge deck area of NHS bridges that are in “poor” condition. Projects on the NHS system that include any of the following work types may affect the bridge deck condition. Programmers should use their judgement, based on availability and understanding of specific project details, when determining if a project has the potential to improve bridge deck condition.

- [B-DECK] Bridge Deck - Repair/Rehab
- [B-HYD] Bridge Deck - Hydro-Demolition
- [B-NEW] Bridge/Structure - New
- [B-OVR] Bridge Deck - Overlay
- [B-PCHF] Bridge Deck - Full Depth Patching
- [B-PCHP] Bridge Deck - Partial Depth Patching
- [B-RECENFG] Bridge/Structure - Reconst/Rehab Chng in Lane Use/Widths

- [B-Repair] Bridge/Structure - Reconst/Rehab No Chng in # Wdth of Lane
- [B-REPLACE] Bridge/Structure – Replace

### ***Travel Reliability/Congestion***

Travel reliability and congestion measures include Travel time reliability and peak hour excessive on the interstate system and the non-interstate NHS. Many projects can influence these measures:

- If the overall Project Type is any of the following, select this checkbox: Intelligent Transportation Systems, Signal Systems, Road Operations
- If the project includes any of these work types and is located on the interstate system and the non-interstate NHS, select this checkbox:

- [E-MODE] Travel Demand Management
- [H-HOT3] Highway/Road - HOT 3-plus Lanes
- [H-HOV] Highway/Road - HOV Lanes
- [H-INFO] Highway/Road – Directional/Informational Signs
- [H-RRGS] Highway/Road - Railroad Grade Separation
- [S-MOD] Signals - Modernization
- [S-TIM] Signals – Interconnects and Timing

Projects with other work types, such as highway expansion, corridor improvements, and improvements to transit transfer facilities may also influence travel reliability/congestion targets based on specific design details or project locations. Until supplemental questions are developed, programmers should use their judgement, based on availability and understanding of specific project details, when determining if a project has the potential to influence targets.

### ***Non-SOV Travel***

The Non-SOV travel measure represents the share of non-SOV trips on the NHS. Data is derived from the Census American Community Survey (ACS) data. This measure is largely related to personal choice, not completion of projects, but many projects could influence commuter choices and contribute to shifting SOV work trips to non-SOV or alternate modes.

Based on programmers’ judgement and understanding of specific project details, selecting this checkbox may be appropriate for projects including any of these work types:

- [E-BIKEIMP] Improve Bicycle Facility
- [E-BIKENEW] New Bicycle Facility
- [E-PEDIMP] Improve Pedestrian Facility
- [E-PEDNEW] New Pedestrian Facility
- [E-SharedModern] Improve Shared Path Facility
- [E-SharedNew] New Shared Use Path
- [R-EXP] Rail Line – Extend Line

- [R-IMP] Rail Line - Improve Line
- [R-NEW] Rail Line – New Line
- [T-EXP] Bus Routes - Major Expansion
- [T-IMP] Bus Routes – Major Service Improvement
- [T-NEWSVC] Bus Routes – New Service

### **Emissions Reduction**

The emissions reduction measure is related only to projects funded with CMAQ. If a project has any CMAQ funding, select this checkbox.

### **Change Reason**

In order to increase transparency for the public and the committees approving changes, and to allow for tracking of trends over time, users will be required to select one or more reasons for the change(s) being submitted, such as "Cost change due to availability of final design" or "Phase(s) converted from Advance Construction status". If you fail to indicate a change reason related to every type of change (schedule, funding, scope, etc.) that you made, your submittal will be denied by CMAP staff and you will need to select an appropriate reason and re-submit your change prior to committee change deadlines. Some possible project change reasons are illustrated in Figure 60, and all reasons are explained below.

**Figure 60. Select the appropriate reason(s) for submitting the project change.**

**Change Reason**

COMPLETE PROJECT  
 DELETE PROJECT  
 SCHEDULE / FUNDING / SCOPE

**ADVANCE CONSTRUCTION**  
 Phase(s) converted from Advance Construction status  
 Phase(s) placed in Advance Construction status

**COST CHANGE(S)**  
 Cost change due to availability of 30% design  
 Cost change due to availability of 60% design  
 Cost change due to availability of 90% design  
 Cost change due to availability of final design  
 Other cost change described below

**LOCATION/LIMITS CHANGE(S)**  
 Correction or clarification of location or limit with no physical change in location  
 Location added  
 Location removed  
 Major expansion of limits (>0.25 mi)

### **New Project**

Auto-selected when a new project is created. If selected, no other change reasons should be selected.

### **Complete Project**

Select when indicating a project is complete with regard to the TIP, as described in the [Completing a Project](#) section of this chapter. Additional change reasons may also be selected when completing a project.

### **Delete Project**

Select only when the project is being removed from the TIP, as described in the [Deleting a Project](#) section of this chapter. If selected, no other change reasons should be selected.

### **Schedule / Funding / Scope**

Changes to project information fall under several categories. Select the appropriate reason, as described in Table 4, for every change made to a project within the TIP Programming tab.

**Table 4. Change Reasons**

Change Reason	Guidance for selecting
<b>Advance Construction</b>	
Phase(s) converted from Advance Construction status Phase(s) placed in Advance Construction status	Select appropriate reason(s) if any changes were made to the AC/C field
<b>CMAQ/TAP Change(s)</b>	
PSC approved change	Select “PSC approved change” for changes to scope, schedule, or cost that were approved by the CMAQ PSC. Also select the relevant changes in other sections and attach the change request and approval email from staff on the Documents tab.
Project phase(s) deferred Project phase(s) reinstated	Select the appropriate reason for CMAQ/TAP funded projects that are being deferred (funds moved to MYB) or reinstated from deferral (funds moved into TIP years from MYB).
<b>Cost Change(s)</b>	
Add or update project IDs	Selected if IDs were added or updated in the Programming Information section of the form.
Cost change due to availability of 30% design Cost change due to availability of 60% design Cost change due to availability of 90% design Cost change due to availability of final design	Select for changes to the cost that occur with a design (phase II) milestone.
Cost change due to updated agreements	Select if updated agreements are prepared, such as when bid prices differ from the estimate, or for supplemental work.
Other cost change described below	Select for any other changes to cost. Provide a brief, public-friendly statement of the reason for the cost change in the Other Change Reason field. Provide more detailed

	information for CMAP staff and review agencies in the Narrative field.
Post-award/obligation cost adjustments	Select when programmed amounts are changed to reflect changes to the authorized/obligated amounts.
<b>Location/Limits Change(s)</b>	
Correction or clarification of location or limit with no physical change in location	Select for minor changes to location or limits, such as corrected spelling.
Location added Location removed	Select the appropriate reason if a location has been added or removed from the project scope. Also make the appropriate change to the project map.
Major expansion of limits (>0.25 mi) Major reduction of limits (>0.25 mi) Minor expansion of limits (<0.25 mi) Minor reduction of limits (<0.25 mi)	Select the appropriate reason if the limits of the project have been changed. Also make the appropriate change to the project map.
Other location/limits change described below	Select for any other changes to location or limits. Provide a brief, public-friendly statement of the reason for the change in the Other Change Reason field. Provide more detailed information for CMAP staff and review agencies in the Narrative field.
Update model information	Select when model information is updated.
<b>Other Financial Change(s)</b>	
Add out year funding to continuing project	Select when adding an additional year(s) of funding for projects that are ongoing programs (typically transit projects).
Add, delete, or change fund sources	Select when a new fund source that is not already programmed on another line item is added to a project, when all line items of a specific fund source are being deleted, or when the source of funding for an individual line item is being changed.
Add, delete or change phases	Select if a new phase is being added to the project, if a phase is being entirely deleted from a project, or phases are changing (such as combining ENG I and ENG II).
<b>Schedule Change(s)</b>	
Other schedule change described below	Select for any other changes to the FFY of individual line items or information in the Schedule Info section. Provide a brief, public-friendly statement of the reason for the

	change in the Other Change Reason field. Provide more detailed information for CMAP staff and review agencies in the Narrative field.
Project phase(s) moved to an earlier year(s)	Select if a phase is moved to an earlier FFY.
Project phase(s) moved to later year(s) due to earlier phase(s) delays Project phase(s) moved to later year(s) due to fiscal constraint	Select the appropriate reason when a phase is moved to a later FFY. If the reason for delaying the phase is not due to one of these reasons, select "Other schedule change..." and provide the reason in the Other Change Reason and, if necessary, Narrative fields.
Update Open to Traffic year	Select if the Open to Traffic year was updated.
<b>Scope Change(s)</b>	
Work type(s) added Work type(s) deleted	Select the appropriate reason if any work types are added or deleted from the project.

**Other Change Reason**

If the reason for submitting a TIP change is not listed above, describe the reason for the change submittal. For example, "Updated Project Contact" may be the reason for submitting a TIP change. Any time "other" is selected as a change reason in any change category, the reason must be briefly explained in the "OTHER CHANGE REASON" field below the drop-down list. Anything entered in this field will be included in the amendment report published for public and committee review.

**Narrative**

Additional information for CMAP staff reviews can be included in the change reason narrative field. Be specific in the narrative about the reason for the project change(s). If the total project cost has increased or decreased or the project description has changed, explain why this change is occurring. If the project scope is changing, explain how the scope is changing. CMAP staff may deny submitted changes due to insufficient explanation of change reasons.

**Acceptance/Denial Comments**

CMAP staff may enter notes here related to why the project is being accepted or denied, or why it may have been changed from administrative to formal, or vice versa.

**Link: All Comments**

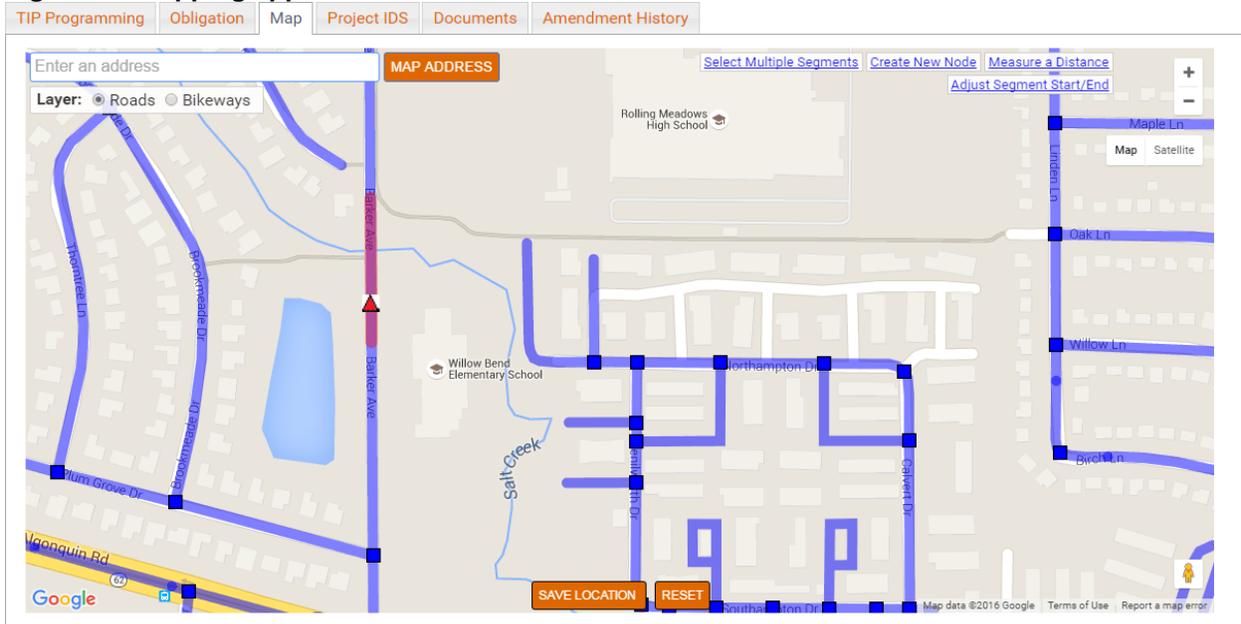
Click on the "All Comments" link at the far right of the Change Reason section to access a log of comments over the life of the project.

**Mapping Projects**

If the project can be represented on a map, the Map tab automatically presents the general project location based on the project location entered in the Project Information section. If the

location information is not entered in a format that Google Maps can use to zoom to a location, the "Enter an address" search field can be used to zoom in to a specific address, intersection, or general area.

**Figure 61. Mapping application**



Linear (from/to) projects should be marked as segments. If additional specific work is also being done at a structure or intersection along the segment, those point features should also be selected. For projects that consist of multiple point features, with no work on the segments in between, each point should be selected, rather than the segment.

To map a road project, simply zoom in to the exact location until the blue segment lines and nodes are displayed and click on appropriate line segments and/or nodes with which the project is associated.

For bicycle/pedestrian projects that are part of the regional greenways and trails network, select the "Bikeways" layer to enable selection of these segments. Projects can have a combination of links selected from the roads and the bikeways layer.

- In the "Bikeways" layer, purple lines represent off-road bicycle paths/trails.
- In the "Roads" layer, dark blue lines represent road segments, dark blue squares represent intersections.
- In the "Roads" layer, light blue triangles represent bridges or structures and are often not located precisely on top of the water or other feature crossed. When in doubt about a bridge location, it can be verified using IDOT's [Bridge Information System Search page](#). Since the IDOT bridge file is the same for both eTIP and the IDOT page, the bridges will be located in the same place.

- In the “Roads” layer, light blue circles represent transit facilities including public rail/highway and rail/pedestrian at grade and rail-over crossings, CTA bus garages and rail stations, and Metra stations. Facilities that are within 100 feet of an existing roadway node (square) are not included. Users should select the roadway node in these cases.

Segments and points will turn red when selected. When finished mapping, users should click the "Save Location" button. To clear the current map, and any saved changes, click the "Reset" button.

Some additional map features include:

- **Select Multiple Segments**

Click-and-drag to select road segments within a rectangle.

- Allows users to select many road segments in a single area at one time
- CAUTION: Only segments completely contained within the box will be selected.
- If segments that are not included within the project are selected, clicking on them individually will unselect them.

- **Create New Node**

Click on a road to create a new node at that location.

- Allows users to add new nodes where needed
- CAUTION: New nodes should be used sparingly, as the underlying segment data will not be automatically split at the new node.

- **Measure a Distance**

Click on the map to start the measurement, then each subsequent click provides the distance, in feet (under 1 mile) or miles, from the previous location clicked. The total distance is displayed in the top left corner of the map. For distances displayed in feet, users can determine the length in miles by dividing the number of feet displayed by 5,280. The user can remove previous segments by clicking “Remove Previous Segment” or can clear the measurement by clicking "Clear Distance Measurement".

- Allows users to measure project lengths to provide accurate location information on the TIP Programming tab.

- **Adjust Segment Start/End**

In some cases, the segments on the map may not start/end at a project limit. The Adjust Segment Start/End link can be used to decrease the length of a selected segment. Click the segment to that needs to be modified (the segment to modify must already be selected on the map before clicking “Adjust Segment Start/End”) then click and drag the marker to adjust the length of the segment (the markers must be placed on an existing roadway) to match the project limit. Note that segments can only be shortened, not lengthened.

## Adding Project IDs

In addition to the TIP ID auto generated by the eTIP database, other ID numbers will be assigned over the life of the project. The Project IDs tab provides a single space for entering ID numbers associated with the project, including section numbers, state job numbers, federal project numbers, FTA grant numbers, FTA ALI codes, PPS numbers, Sponsor IDs, and IDs assigned within individual funding programs, such as CMAQ and Safe Routes to Schools (SRTS). Multiple project IDs of the same type are separated by commas. IDs entered on this tab are used to populate the drop-down values in the Programming Information section of the TIP Programming tab, as shown in Figures 62 and 63.

**Figure 62. Project IDs Tab**

**Figure 63. Project IDs reflected in drop-down fields on TIP Programming tab**

Programming Information (\$0) Prior Fund(s) Funding History

\*\*Fund Match Warning in FY2019\*\*

FFY (ACT/SEPT)	FUND TYPE	AC/C	ENG I	ENG II	ROW	CON	CE	TOTAL	STATE JOB#	FED PROJ#	PPS #
2018	STP - Locally Prgmd	AC	\$0	\$48,000	\$0	\$0	\$0	\$48,000	D-91-260-17	6127723	1-22089-0002
2018	Local Funds		\$0	\$48,000	\$0	\$0	\$0	\$48,000	D-91-260-17	6127723	
2019	STP - Locally Prgmd	AC	\$0	\$0	\$1,527,200	\$381,800	\$1,909,000	\$1,909,000	C-91-260-17	JRFU653	
2019	Local Funds		\$0	\$0	\$106,800	\$26,700	\$133,500	\$133,500	C-91-260-17	JRFU653	
							\$0	\$0			
							\$0	\$0			
FFY 2018			\$0	\$96,000	\$0	\$0	\$0	\$96,000			
FFY 2019			\$0	\$0	\$1,634,000	\$408,500	\$2,042,500				

The dropdown menu for 'FED PROJ#' is open, showing options: 4003926, 4003927, 6127723, and JRFU653.

The following is a list of IDs that can be associated with a project:

- **FTA Grant**

The FTA Grant Number assigned by the FTA that includes the project or phases of the project. Highway projects processed by IDOT typically do not have an FTA Grant Number. The FTA Grant Number is typically in the format IL-##-x####-## for projects within Illinois. All projects processed through FTA using Federal funds must have an FTA grant number(s) entered in eTIP, and associated with each financial line item prior to end of the Federal Fiscal Year in which funds are programmed on each line item.

- **FTA ALI Codes**

The FTA TEAM Scope & Activity Line Item Codes (ALIs) that are included in the FTA grant(s) for the project or phases of the project. Projects that are not included in FTA grants do not have ALI Codes.

- **State Job #**

The State Job Number assigned to the project phase by IDOT. State Job Numbers are unique to the phase of the project. The State Job Number can be found on the Project Program Information (PPI) form, Local Agency Agreement (LAA), or Individual Project Agreement (IPA) approved by IDOT. Transit projects typically do not have a State Job Number unless processed through IDOT. The State Job Number is in the format A-##-###-##. The first letter indicates the phase:

- P – Preliminary (Phase 1) Engineering
- D – Design (Phase 2) Engineering
- R – Right of Way
- C – Construction

All projects processed through IDOT using federal funds should have a State Job Number entered in eTIP for each financial line item using federal funds prior to federal authorization of those funds. This identifier is used to track and report on annual federal obligations.

- **Federal Proj #**

The Federal Project Number assigned to the project phase by IDOT. Federal Project Numbers are unique to the phase of the project. The Federal Project Number can be found on the Project Program Information (PPI) form, Local Agency Agreement (LAA), or Individual Project Agreement (IPA) approved by IDOT. Transit projects typically do not have a Federal Project Number unless processed through IDOT. The Federal Project Number is typically in the format AAA-####(###). The letters indicate the primary federal fund source. Enter only the numbers, without dashes or parentheses. Adding the project number without the dashes or parentheses enables the Financial Management Information System (FMIS), the federal database is containing all project obligations, to match project information and show obligations in the eTIP. All projects processed through IDOT using federal funds should have a Federal Project Number entered in

eTIP for each financial line item using federal funds prior to federal authorization of those funds. This identifier is used to track and report on annual federal obligations.

- **PPS #**  
The Annual Program Number assigned to the project or phases of the project by IDOT. This identifier is used to track and report on annual state obligations.
- **SECT #**  
The MFT Section Number assigned to the project or subprojects/sections of the project by IDOT or the local agency.
- **SPONSOR ID**  
The ID, if any, assigned to the project by the project's sponsor.
- **SRTS ID**  
The Safe Routes to School ID assigned to the project or phases of the project by IDOT for projects utilizing SRTS funds.
- **CMAQ ID**  
The CMAQ or TAP application ID assigned to the project or phases of the project by CMAP (via eTIP for call cycles starting in 2016) for projects utilizing CMAQ or TAP-L funds.
- **ITEP**  
The Illinois Transportation Enhancement Program number assigned to the project or phases of the project by IDOT for projects utilizing pre-MAP-21 enhancement funds (STP-E), or state-programmed Transportation Alternatives Program (TAP-S) funds.
- **REC TR ID**  
The Recreational Trails Program ID assigned to the project or project phases by IDOT or IEPA, for projects utilizing these funds.
- **HPP ID**  
The Bill number or project number assigned to the project or project phases for projects utilizing earmarked HPP or Section funds.
- **CREATE ID**  
The CREATE project number(s) assigned to the project, subproject/segments, or phases of the project.
- **SEG NOTES**  
Notes associated with funding line items for projects transferred to eTIP from the previous online database.
- **PROJECT WEBSITE**

The web address of the project’s web site, if applicable, without the “http://”. Project websites may be dedicated to a specific eTIP project, or may be a site or page that describes an overall plan, such as a large trail system, that is being implemented by the specific eTIP project. The goal of including this information is to provide resources for the public to obtain more detailed project information, beyond the financial information provided by the TIP.

- **SECTION NAME**

The “Section Name” field may be used to set-up subprojects within a project in order to separate programming and schedule information for individual parts of projects, as shown in Figures 64 – 66. Project websites, section information, and some IDs may be included on amendment reports prepared for public comment and committee action. Project IDs can be added or updated at any time, without triggering an amendment action, by opening any version (approved or pending) of a project and navigating to the IDs tab. Changes to IDs must be saved on the IDs tab before they will be reflected as choices in the drop-down fields on the TIP Programming tab, and must be saved before navigating away from the project record in order to be retained.

**Figure 64. Project IDs tab with section names**

**Figure 65. Sections used in the Schedule Info section of the TIP Programming tab**

Schedule Info									
CURRENT IMPLEMENTATION STATUS					OPEN TO TRAFFIC				
Project underway					2018				
TARGET FEDERAL AUTHORIZATIONS AND CONSTRUCTION LETTING (MONTH/YEAR)									
ENG I		ENG II		ROW		CON/CE		SEGMENT	
MTH/QTR	YEAR	MTH/QTR	YEAR	MTH/QTR	YEAR	MTH/QTR	YEAR		
SCHEDULED START	▼	▼	▼	▼	▼	MAR	2017	Section A-1 - Huntley Rd to W. of Randall Road	X
SCHEDULED START	▼	▼	▼	▼	▼	NOV	2017	Section B-2 - Karen Drive to East of IL 31	X
SCHEDULED START	▼	▼	▼	▼	▼	NOV	2017	Section D - East of IL 25 to IL 62	X
SCHEDULED START	▼	▼	▼	▼	▼	SEP	2018	Section C1 - East of IL 31 to West of Sandbloom Road	X
SCHEDULED START	▼	▼	▼	▼	▼	NOV	2018	Section C3 - W of IL 25 intersection to western terminus of D	X
SCHEDULED START	▼	▼	▼	▼	▼	SEP	2019	Section C2 - West of Sandbloom Road to West edge of IL 25 intersection	X

[ADD NEW SCHEDULE]

**Figure 66. Sections used to separate funding lines on the TIP Programming tab**

Programming Information (\$0)										Prior Fund(s)		Funding History	
FFY (or SEP)	FUND TYPE	AC/C	ENG I	ENG II	ROW	CON	CE	TOTAL	STATE JOB#	FED PROJ#	PPS #		
Section - Section A-2/B-1 - W. of Randall Road to Karen Drive Add IDs													
Section - N/A Add IDs													
Section - Section B-2 - Karen Drive to East of IL 31 Add IDs													
2018	IL Funds		\$0	\$0	\$0	\$14,342,324	\$0	\$14,342,324	C-91-065-15				
2018	CMAQ	ACC	\$0	\$0	\$0	\$1,400,000	\$0	\$1,400,000	C-91-109-17	4003847			
2018	STP - County	ACC	\$0	\$0	\$0	\$2,822,377	\$0	\$2,822,377	C-91-109-17	4003847			
2018	Local Funds		\$0	\$0	\$0	\$10,435,298	\$2,271,940	\$12,707,238					
Section - Section C1 - East of IL 31 to West of Sandbloom Road Add IDs													
2019	Local Funds		\$0	\$0	\$0	\$3,000,000	\$3,000,000	\$3,000,000					
Section - Section C2 - West of Sandbloom Road to West edge of IL 25 intersection SECT #: 18-00215-21-BR Add IDs													
2019	STP - Locally Prgmd		\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000	C-91-190-18				
2019	Local Funds		\$0	\$0	\$0	\$4,890,549	\$2,000,000	\$6,890,549	C-91-190-18				
2019	STP - County		\$0	\$0	\$0	\$400,000	\$0	\$400,000	C-91-190-18				
2019	IL Funds		\$0	\$0	\$0	\$12,209,451	\$0	\$12,209,451	C-91-190-18				
Section - Section C3 - W of IL 25 intersection to western terminus of D SECT #: 18-00215-22-CH Add IDs													
2018	Local Funds		\$0	\$0	\$0	\$11,708	\$500,000	\$511,708	C-91-189-18				
2018	IL Funds		\$0	\$0	\$0	\$5,560,842	\$0	\$5,560,842	C-91-189-18				
Section - Section D - East of IL 25 to IL 62 Add IDs													
2018	IL Funds		\$0	\$0	\$0	\$8,129,676	\$0	\$8,129,676	C-91-066-15				
2018	MFT - State Allocation		\$0	\$0	\$0	\$4,101,949	\$749,004	\$4,850,953	C-91-066-15				
								\$0					

## Uploading Project Documents

The Documents tab contains links to files associated with projects that have been attached to the project by programmers or CMAP staff, as displayed in Figure 67. Project histories for projects created prior to March 2016 in the database that preceded eTIP are also accessible on the Documents tab.

**Figure 67. Documents tab**

TIP ID: 05-14-0005		VERSION: 7		STATUS: Programmed	
LAST MODIFIED BY: N/A LAST MODIFIED DATE: N/A					
TIP Programming	Obligation	Map	Project IDS	Documents	Amendment History
<b>Project Document</b>					
DOC DATE	DESCRIPTION	TYPE	FILE SIZE	UPLOADED BY	UPLOADED ON
2/24/2017	2017 02-22 Approved PPI	D1 P10004 - PPI Form	63KB	MFRICANO	2/24/2017
2/24/2017	ITEP Change Request Approval	Cost Change Request/ Approval Documentation	40KB	MFRICANO	2/24/2017
Project history prior to March 2016			1KB		
<a href="#">UPDATE TYPE(S)</a>					

To upload a new document, click the cloud icon on the far right side of the page to unhide/hide the "Upload Project Documents" options.

**Figure 68. Documents tab - Upload Project Documents**

The screenshot shows the 'Documents' tab interface. At the top, there are navigation tabs: 'TIP Programming', 'Obligation', 'Map', 'Project IDS', 'Documents', and 'Amendment History'. Below these, the 'Project Documents' section displays a table with the following data:

DOC DATE	DESCRIPTION	TYPE	FILE SIZE	UPLOADED BY	UPLOADED ON
2/8/2011	Public Hearing Announcement	Public Meeting materials	105KB	JMADDUX	7/11/2016

Below the table, there is an 'Upload Project Documents' section with the instruction: 'Enter A Description And Then Select The Document You Want To Upload By Clicking On The "Choose File" Button.' This section contains a table with the following columns: 'Document Date', 'Document Description (Optional)', 'Document Type', and 'Filename'. Each row has a 'Choose File' button and the text 'No file chosen'. An 'Upload Selected' button is located at the bottom of this section.

From there, enter information related to the document including the date of the document and a brief description or file name. Note that each document description must be unique. Select the type from the drop-down list (values described below) and click “Choose File” to open a file explorer. Users may upload up to six documents at a time, however larger files (over 5MB) should be uploaded individually. When all documents have been chosen, click “Upload Selected”.

When creating new projects, users may click the “Upload Project Documents” link at the top of the project creation page to upload documents associated with the project. The documents tab can also be accessed from project lists throughout eTIP, such as the My Projects List, by clicking on the document icon (📄).

To view an uploaded document, click on the description link. To remove an uploaded document, click on the delete icon (✕).

In order to provide a central location for complete project information, users are encouraged to attach documents and files to projects, including PPI forms, funding agreements, funding applications, project photos, design approval letters, media coverage, public involvement notifications, and more. CMAP and reviewing agencies are also encouraged to attach relevant documents, such as award letters and cost change approvals. Initially, the ability to view attached documents will be limited to secure users. In the future, users may be able to mark appropriate documents as available to the public.

The available document types are:

- **Cost Changes/Estimates**
  - Cost Change Request/Approval Documentation
  - Final Engineer’s Estimate (phase 2)
  - Initial programming estimate
  - Phase 1 estimate

- **IDOT Forms**
  - BLR 19100 – CE1, No Report
  - BLR 22120 – Design Variances
  - BLR 22210 – CE2
  - BLR 22211 – CE1, with report
  - BLR 22410 – Initial Project Coord. Form
  - BLR 5310 – Local Agency Agreement
  - BLR 5311 – Local Agency Amendment
  - BLR 5610 – Engineering Services Agreement (Ph. 1& 2)
  - BLR 5611 – Engineering Services Agreement (for CE)
  - BLR 5620 – Invoicing and Project Close Out
  - D1 PI0004 – PPI Form
  - Other IDOT Forms
  
- **Project Information**
  - Drawings/Plans
  - Location Map
  - Other
  - Planning Document
  - Project/Site Photos
  - Small Area Traffic Forecasts
  
- **Project Milestones**
  - Award Letter/Approved Program
  - FTA Grant Application/Approval/Revision
  - FTA Transfer Request/Approval
  - Funding Program Application
  - Local Match Commitments Documents
  - Minutes of Federal Coordination Meeting(s)
  - Minutes of Kick-off Meeting(s)
  - NEPA Approvals
  - Phase 1 Design Approval Letter
  - Project Milestone Schedule
  - Status Report
  - Trans Dev Credits Request/Approval
  
- **Public Involvement/Press Activities**
  - Letters of Support
  - Media Coverage
  - Project Newsletters
  - Project Press Releases
  - Public Meeting materials

## Deleting a Project

Projects should only be deleted from the TIP if they have been abandoned completely. It is not necessary to remove or “zero out” financial line items when deleting a project; this will occur automatically. To submit a request to delete a project, start a TIP amendment. To delete projects with any federal funding programmed within the current years of the TIP, a formal amendment is required. Projects with no federal funding, or all federal funds in past years or MYB may be deleted via an administrative amendment. After selecting the correct amendment type and project, scroll down to the Change Reason section of the TIP Programming form and select DELETE PROJECT as the change reason. Include any narrative comments that may be helpful to CMAP, IDOT, FHWA and/or FTA staff and attach any relevant documents justifying or confirming the deletion. Once deleted, a project cannot be reactivated with the same TIP ID.

If a project has had any funding authorized or expended, regardless of the phase or fund source, it cannot be deleted. Instead, the financial line items that will not be implemented should be removed by clicking the “X” link at the right side of line item.

## Completing a Project

If a project is complete and will have no additional scope, schedule, or financial changes, the project may be “completed” in the TIP. Projects with any phase in “AC” should not be marked “Complete”. After selecting the correct amendment type and project, scroll down to the Change Reason section of the TIP Programming form and select COMPLETE PROJECT as the change reason.

# Chapter 4: Submitting Changes for Review

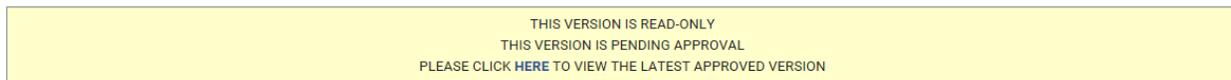
All project changes are subject to review by CMAP staff prior to being accepted as administrative changes or being released for public comment and committee consideration, as illustrated in the [eTIP Fact Sheet: Amendment Approval Flow Chart](#). In order for staff to review project changes they must be submitted. After reviewing, staff will either accept or deny the change. Denial comments must be addressed, and the project change resubmitted for further consideration.

## Project Submission

After all required project information is entered, users may click “Save” to verify that there are no data entry errors or to edit the project further before submission. When the project is ready to be reviewed by CMAP staff, users must click “Submit”.

After submission, and before MPO approval, users will see the following message at the top of the project identification page. Project changes from the previous version will appear in red after saving the changes.

**Figure 69. Project Pending Approval**



In order to make additional changes, users must "Unsubmit" the project to withdraw the project from CMAP staff review.

## Unsubmitting, Resubmitting, and Deleting Changes

If a project amendment has already been submitted to CMAP for review or has been accepted by CMAP, the project is “locked” as read-only and the user must unsubmit the project to make additional changes.

**Figure 70. Locked project**

TIP ID	TIP	LEAD AGENCY	TITLE	PROJECT TYPE	EXEMPT	TOTAL COST	MAP	DOC
04-11-0004	<b>LOCKED</b>	15-01 (E)	North Central Council	McDermott Drive from Taft Avenue to Wolf Road	Road Maintenance	Exempt	\$2,281,000	<a href="#">📍</a>

Use caution when unsubmitting changes! Any time the TIP is closed to users (see current year TIP Amendment Schedule calendar on the [TIP Programmer Resources](#) web page) following a TIP change deadline, unsubmitting will cause the change to be delayed until the next amendment or conformity cycle.

Projects that have been submitted will be included in one of the two “Submitted Amendments” list. If CMAP staff has not yet reviewed the submittal, it will be in the “Pending” list. If CMAP

staff has reviewed and accepted the submittal, it will be in the “Accepted” list. If a submitted change was reviewed and denied by CMAP staff, it will be in the “In Progress Amendments – In Denied” list. Denied submittals can be changed without unsubmitting.

To unsubmit a change, open the appropriate project list, locate the project, check the box at the far right end of the project record, then click the Unsubmit button at the top of the list.

**Figure 71. Select a project to unsubmit**

TIP ID	LEAD AGENCY	DOC	PROJECT TITLE	TYPE	SUBMITTED BY	DATE	CHANGE REASON	MATCH ALERT	MAP	DOC
01-01-0009	CDOT	18-10.1	Navy Pier Flyover from Jane Addams Park to Chicago River	Bicycle & Pedestrian	Grant Davis	10/1/2018	Phase(s) converted from Advance Construction status	FY2017, FY2018	<input type="checkbox"/>	<input type="checkbox"/>
01-15-0011	CDOT	18-10.1	Chicago Police Dept. Parent Patrol Program	Safety	Grant Davis	10/1/2018	Phase(s) converted from Advance Construction status	FY2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01-16-0015	CDOT	18-10.1	2018 Resurfacing Program	Road Maintenance	Grant Davis	10/1/2018	Phase(s) converted from Advance Construction status, Post-award/obligation cost adjustments		VAR	<input type="checkbox"/>
02-13-0003	North Shore Council	18-10.1	Locust Rd from Lake Ave to Wilmette Ave	Road Modernization	Cole Jackson	9/21/2018	Cost change due to updated agreements, Project phase(s) moved to an earlier year(s)	FY2018	<input type="checkbox"/>	<input type="checkbox"/>

After unsubmitting a project, select the project from the In Progress amendments and proceed with making changes.

To delete a change in progress, simply click the delete icon (✕) at the far right of the project line in the “In Progress” list.

**Figure 72. Deleting an In Progress change**

TIP ID	LEAD AGENCY	DOC	PROJECT TITLE	TYPE	CHANGE REASON	MATCH ALERT	MAP	DOC
11-17-0007	McHenry Co DOT	18-10.1	Hunter Rd bridge over Little Beaver Creek	Bridge Repair, Rehab, or Replace	Cost change due to updated agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

A warning will appear asking the user to confirm deletion. Click “YES” to confirm deletion of the change or “NO” to leave the change in the In Progress list. If the in progress change is deleted, the project will revert back to the last approved version and changes in progress will be lost.

**Figure 73. Confirm deletion of In Progress project change**

ARE YOU SURE YOU WANT TO DELETE 09-12-0001?

[YES](#)      [NO](#)

CONTACT CMAP      0.88s      EMAIL ETIPHELP@ECOINTERACTIVE.COM

## Project Change Approval/Denial

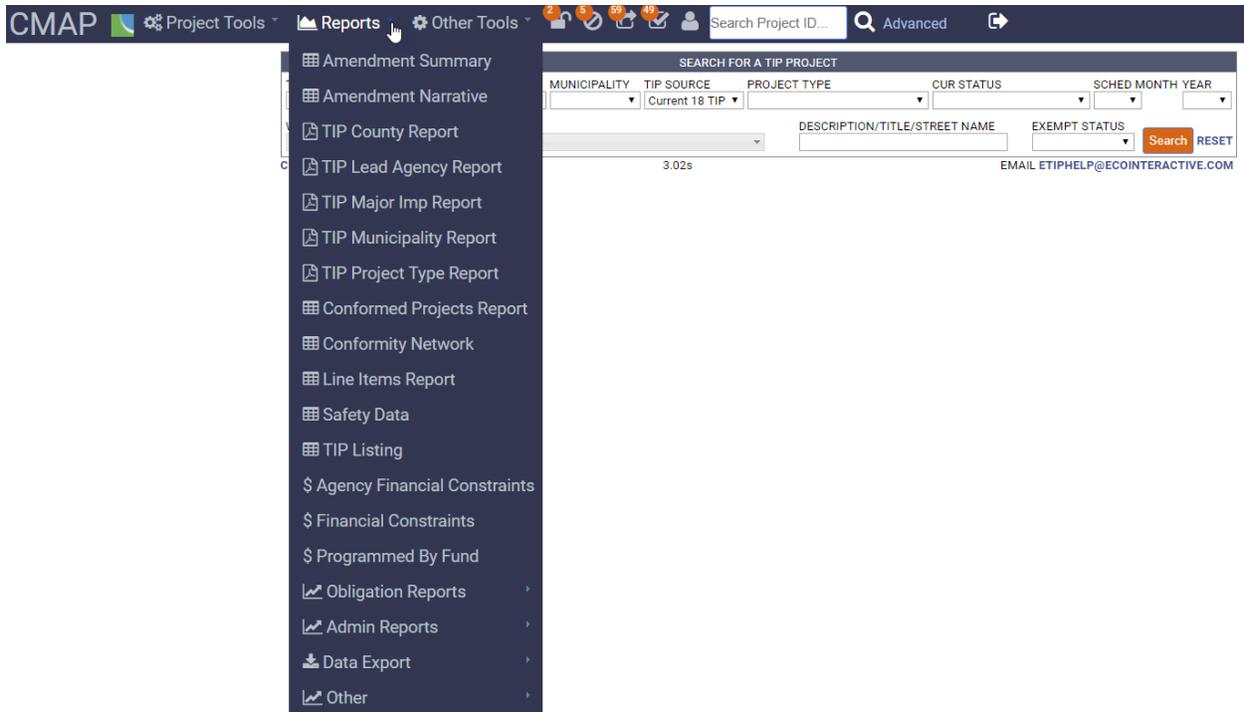
Project changes are subject to the TIP amendment procedures documented in Chapter 6 of the [FFY 2019-2024 TIP](#). A [quick reference guide to TIP changes](#) can also be found on the [TIP Programmer Resources](#) web page. When reviewing submitted changes, CMAP staff may re-assign your change from an Administrative Amendment action to a Formal Amendment action or vice versa according to these procedures.

If CMAP denies the project change(s), the changes made by the user are retained, and a notification is sent to the user. CMAP staff may use the “Denial Comments” section which will be visible to users in their “Denied” list of projects. From this list, users may adjust project changes based on CMAP comments and resubmit to address the reason for denial. It is the users' responsibility to resolve denials and resubmit project changes prior to any committee deadlines to be considered for committee approval.

# Chapter 5: Reports and Exports

The eTIP database contains a significant number of reports, shown in Figure 74, that users can customize using sorting and filtering functions. Reports with the table symbol (☰) or financial (\$) symbol are tabular in nature, and can be exported to Excel. Reports with the Adobe pdf symbol are pre-formatted reports designed for printing that cannot be exported.

Figure 74. Reports menu



## Common Report Filters

Each report has a variety of filtering options. While not all reports have all filter options, the options are explained below, and the available filters are listed with each report description in this chapter. Filters that are unique to a single report are described with that report.

### TIP Start

Select the TIP Action to start with. Most searches will use the current TIP Action, which will be selected by default. This filter is available on all reports.

**Figure 75. TIP Start filter**

TIP START

18-00 ADOPTION	▼
19-00 ADOPTION	
18-00 ADOPTION	
17-00 ADOPTION	
16-00 ADOPTION	
15-00 ADOPTION	
10-00 ADOPTION	
07-00 ADMINISTRATIVE	

### Include TIP Actions

Select the TIP Amendments to include in the report. By default, "ALL" is selected. "ALL" includes only those actions which have been approved. To add actions pending approval, expand the drop-down and select the pending action(s). To run a report for only one amendment action, unselect the "ALL" checkbox, and select only the action(s) desired. This filter is available on all reports.

**Figure 76. Include TIP Actions filter**

ALL

INCLUDE TIP ACTIONS

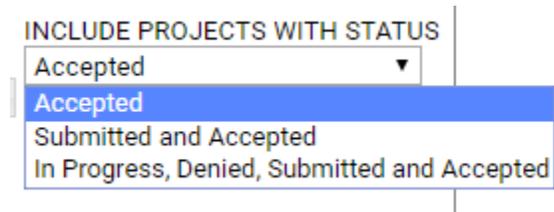
Please click here to select....

<input checked="" type="checkbox"/> ALL
<input type="checkbox"/> Pending MPO, State, or Fed Approval
<input type="checkbox"/> 18-10.1 ADMINISTRATIVE
<input type="checkbox"/> 18-10 FORMAL
<input type="checkbox"/> 18-09 FORMAL
<input type="checkbox"/> Final Approved
<input checked="" type="checkbox"/> 18-08.1 ADMINISTRATIVE
<input checked="" type="checkbox"/> 18-08 FORMAL
<input checked="" type="checkbox"/> 18-07.1 ADMINISTRATIVE
<input checked="" type="checkbox"/> 18-07 FORMAL
<input checked="" type="checkbox"/> 18-06.3 ADMINISTRATIVE
<input checked="" type="checkbox"/> 18-06.2 ADMINISTRATIVE
<input checked="" type="checkbox"/> 18-06.1 ADMINISTRATIVE
<input checked="" type="checkbox"/> 18-06 FORMAL

### Include Projects with Status

When any pending TIP Action is selected, users may also choose to include only changes accepted by CMAP staff, accepted changes and changes submitted for staff review, or all changes that are in progress, denied, submitted, or accepted. "Accepted" is selected by default. This filter is available on all reports.

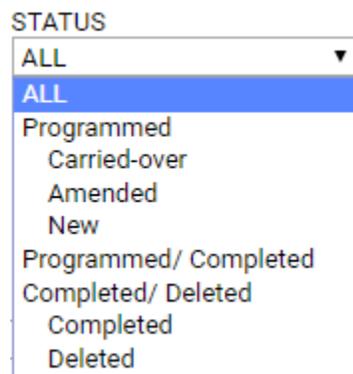
**Figure 77. Include Projects with Status filter**



## Status

A project's status as "programmed", "completed", or "deleted" may be selected in addition to the TIP action and status of pending change. This filter is likely to be meaningful only to CMAP staff. By default, "ALL" is selected. This filter is available on the Conformed Projects Report, Conformity Network, Line Items Report, Safety Data, and TIP Listing reports.

**Figure 78. Status filter**



## Funding Type

To limit report results to project containing one or more fund types, use the checkboxes within this drop-down to select the desired funding. By default "ALL" funds are selected. Selecting the bold funding headers (Federal, Local, Other, or State) will auto-select all fund sources within that group. This filter is available on the Conformed Projects Report, Conformity Network, Line Items Report, Safety Data, and TIP Listing reports.

**Figure 79. Funding Type filter**

FUNDING TYPE

Other - Local , Private Funds , TBD , US EPA Clean Diesel , Econ Dev Program

- Trans Credit - Transit
- Transit TIF - Chicago
- Other

---

- Other - Local
- Private Funds
- TBD
- US EPA Clean Diesel
- State

---

- \* OPERATION GREENLIGHT TRANSIT - historical fund
- Consolidated County
- Econ Dev Program
- Emergency Repair
- Grade Xing Protection
- High Growth Cities

### Limit Results By: Project Type, Lead Agency, County, or Major Imp Group

To limit report results by a specific project type, lead agency, county, or major implementation group, select the desired type, agency, county, or group from the drop-down. Selecting a limit in multiple fields will further limit results, for example, to include only safety projects programmed by IDOT within McHenry County, select “Safety” as the project type, “IDOT D1 Highways” as the lead agency, and “McHenry” as the county. By default, no limits are selected in any field. These filters are available on all reports except the Amendment Summary and Amendment Narrative reports.

**Figure 80. Limit results filters**

Limit results by:

PROJECT TYPE	LEAD AGENCY	COUNTY	MAJOR IMP GROUP
<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>

### Limit Results By: Municipality

In addition to the project type, lead agency, county, and major imp group limits described above, the TIP Municipality Report can also be limited to a single municipality (including townships, park districts, and other local units of government). By default, no limits are selected. This filter is available on the TIP Municipality Report.

**Figure 81. Limit results filters, including Municipality**

Limit results by:

PROJECT TYPE	LEAD AGENCY	COUNTY	MUNICIPALITY	MAJOR IMP GROUP
<input type="text"/>	ALL	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Amendment Summary

The Amendment Summary report is a tabular summary of the selected TIP amendment(s), including each project's conformity designation, the year the project is expected to be open to traffic, the project's lead programming agency, project title, project cost information before and after revisions, the reason for change, and a narrative of the revisions listing the specific project changes. This report is used by CMAP staff to produce the amendment summary memo presented to the Transportation Committee. The report can be filtered by TIP Start, Include TIP Actions, and Include Projects with Status. The report can also be exported to Excel for further analysis.

Figure 82. Amendment Summary report

Amendment Summary		2177 PROJECTS LISTED				PRINTER FRIENDLY		EXPORT TO EXCEL		
AG EXEMPT	OPEN TO TRAFFIC	LEAD AGENCY	TIP ID	PROJECT TITLE	PCT CHANGE	COST DIFFERENCE	COST BEFORE	COST REVISED	CHANGE REASON	NARRATIVE DESCRIPTION
Not Exempt		CDOT	01-00-0030	130th St from Torrance to Brainard (CREATE OS-154)	0	\$0	\$140,892,000	\$140,892,000	Carry over from 15-00. Other project needs to be brought into current TIP for possible AC conversion	PROJECT CHANGES FROM PREVIOUS VERSION: Exempt Status from "NOT EXEMPT" to "Not Exempt" Distance (mile) of Limits changed from "From TORRENCE to BRAINARD" to "From TORRENCE to BRAINARD" of Work Type changed from "2-OTH. HANTRIC. HARDS" to "HANTRIC HARDS 2-OTH" Open to Traffic changed from "01/01/2015" to "2017" Municipality changed from "" to "CHICAGO"  Federal project cost stays the same \$76,796,000; Total project cost stays the same \$140,892,000
Exempt	Tested	CDOT	01-00-0059	Wacker Dr (North/South) from Randolph St to Congress Pkwy (HPP #074, HPP 1506, TE421 #1574)	0	\$0	\$436,138,940	\$436,138,940	Add, delete, or change fund sources. Update historic	PROJECT CHANGES FROM PREVIOUS VERSION: HPP SAFETEA-LU - historical fund - add funds in FFY 13 in ENG 2 for \$480,000; AC-High Priority Project in SAFETEA-LU - Delete funds in FFY 15 in ENG 2 for \$480,000; Federal project cost stays the same \$349,169,940; Total project cost stays the same \$436,138,940

# Amendment Narrative

Similar to the Amendment Summary report, the Amendment Narrative report provides a list of the changes included in the selected amendment(s). The report can be filtered by TIP Start, Include TIP Actions, and Include Projects with Status. The report can also be exported to Excel for further analysis.

Figure 83. Amendment Narrative report

Amendment Narrative		2169 PROJECTS LISTED		PRINTER FRIENDLY		EXPORT TO EXCEL	
<b>CMAP 16-00, 16-01, 16-01.1, 16-03, 16-03.1, 16-04, 16-04.1 Change Description Report</b>							
16-00 CMAP							
<b>01-01-0011 Chicago Bikes Marketing Campaign</b>							
PROJECT CHANGES (FROM PREVIOUS VERSION): Open To Traffic changed from "" to "2021" Municipality changed from "" to "CHICAGO"							
-CMAQ + Increase funds in FFY 09 in ENG from \$0 to \$175,000 (100%+); - Decrease funds in FFY 09 in ENG 1 from \$174,000 to \$0 (-100%+); - Decrease funds in MYB in CON from \$2,000,000 to \$0 (-100%+); + Increase funds in FFY 13 in ENG from \$0 to \$1,346,000 (100%+); - Decrease funds in FFY 13 in ENG 1 from \$1,186,000 to \$0 (-100%+); - Local Fund Match - historical fund + Increase funds in FFY 09 in ENG from \$0 to \$42,000 (100%+); - Decrease funds in FFY 09 in ENG 1 from \$43,000 to \$0 (-100%+); - Decrease funds in MYB in CON from \$500,000 to \$0 (-100%+); + Increase funds in FFY 13 in ENG from \$0 to \$336,000 (100%+); - Decrease funds in FFY 13 in ENG 1 from \$296,000 to \$0 (-100%+); Federal project cost increased from \$3,260,000 to \$3,621,000 (4.8%); Total project cost increased from \$4,199,000 to \$4,399,000 (4.8%)							
<b>01-02-0020 Burley Avenue from 106th Street to 126th Place (Burley Avenue Extension)</b>							
PROJECT CHANGES (FROM PREVIOUS VERSION): Federal project cost stays the same \$480,000; Total project cost stays the same \$600,000							
<b>01-02-0026 Emergency Traffic Operations System (Chicago Area) - Future Project</b>							
PROJECT CHANGES (FROM PREVIOUS VERSION): Open To Traffic changed from "" to "TBD"							
-Local Funds - Add funds in MYB in IMP for \$200,000; - Local Fund Match - historical fund - Delete funds in MYB in IMP for \$200,000; Federal project cost stays the same \$300,000; Total project cost stays the same \$1,000,000							

# TIP County Report

This report is a formatted, printable report that provides a summary of project information and financial line items, grouped by county. The report can be filtered by Project Type, Lead Agency, County, and/or Major Implementation Group.

## Figure 84. TIP County Report

### CMAP 18-00 Transportation Improvement Program

1865 Projects Listed

#### COOK

Includes Accepted projects on Final Approved amendments 18-07.1, 18-06.2, 18-05.2, 18-05.1, 18-05, 18-03.1, 18-01.2, 18-01.1, 18-01, 18-06.3, 18-07, 18-02.2, 18-02.1, 18-03, 18-02, 18-04, 18-08, 18-08.1, 18-06.1, 18-06, Pending amendments 18-00

01-00-0030		(Ver 7) 18-02.1					
<b>Title:</b>	130th St from Torrence to Brainard (CREATE GS-15A)					<b>County:</b>	Cook
<b>Type:</b>	Rail-Highway Grade Separation					<b>Municipality:</b>	CHICAGO
<b>Limits:</b>	From TORRENCE to BRAINARD of Distance (mile) .4					<b>Total 2018 - 2021:</b>	\$3,381,153
<b>Description:</b>	130th St from Torrence to Brainard (CREATE GS-15A)						
Phase	Fund Source	Prior	FFY 2018	FFY 2019	FFY 2020	FFY 2021	Beyond
CON	CMAQ	\$3,300,000	\$0	\$0	\$0	\$0	\$0
CON	HPP	\$7,200,000	\$0	\$0	\$0	\$0	\$0
CON	IL Funds	\$44,897,000	\$0	\$0	\$0	\$0	\$0
CON	Local Funds	\$19,199,000	\$0	\$0	\$0	\$0	\$0
CON	STP - State Prgrmd Urban (ACC)	\$66,296,036	\$0	\$0	\$0	\$0	\$0
CON	TIGER	\$0	\$3,381,153	\$0	\$0	\$0	\$0

01-00-0036		(Ver 5) 18-07.1					
<b>Title:</b>	Bike Fac - IDNR - Burnham Greenway from William Powers Conservation Area to Brainard Ave					<b>County:</b>	Cook
<b>Type:</b>	Bicycle & Pedestrian					<b>Municipality:</b>	CHICAGO
<b>Limits:</b>	BIKE FAC - IDNR - BURNHAM GREENWAY from WILLIAM POWERS CONSERVATION AREA to B					<b>Total 2018 - 2021:</b>	\$0
<b>Description:</b>	Bike Fac - IDNR - Burnham Greenway from William Powers Conservation Area to Brainard Ave						
Phase	Fund Source	Prior	FFY 2018	FFY 2019	FFY 2020	FFY 2021	Beyond
ENG 2	Local Funds	\$20,000	\$0	\$0	\$0	\$0	\$0
CON	Local Funds	\$182,000	\$0	\$0	\$0	\$0	\$0
ENG 2	STP - Enhancements	\$83,000	\$0	\$0	\$0	\$0	\$0
CON	STP - Enhancements	\$726,400	\$0	\$0	\$0	\$0	\$0
CON	STP - Enhancements (ACC)	\$61,118	\$0	\$0	\$0	\$0	\$0

## TIP Lead Agency

This report is a formatted, printable report that provides a summary of project information and financial line items, grouped by lead agency. The report can be filtered by Project Type, Lead Agency, County, and/or Major Implementation Group.

## TIP Major Imp Report

This report is a formatted, printable report that provides a summary of project information and financial line items, grouped by major implementation group. The report can be filtered by Project Type, Lead Agency, County, and/or Major Implementation Group.

## TIP Municipality Report

This report is a formatted, printable report that provides a summary of project information and financial line items, grouped by municipality. The report can be filtered by Project Type, Lead Agency, County, Municipality, and/or Major Implementation Group.

# TIP Project Type Report

This report is a formatted, printable report that provides a summary of project information and financial line items, grouped by project type. The report can be filtered by Project Type, Lead Agency, County, and/or Major Implementation Group.

## Conformed Projects Report

This report contains a listing of all projects with a Conformity Status of “Conformed” or “Consultation”, grouped by Scenario Year. The TIP ID, lead agency project type, title, and description, and major implementation group are displayed in the report. Individual project records can be reviewed by selecting the TIP ID link. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.

**Figure 85. Conformed Projects Report**

Conformed Projects Report				264 PROJECTS LISTED	PRINTER FRIENDLY	EXPORT TO EXCEL
TIP ID	LEAD AGENCY	TYPE	TITLE	PROJECT DESCRIPTION		MAJOR IMP GROUP
<b>Scenario Year 2020</b>						
12-18-0006	Will Co Council	Road Expansion	Houbolt Road (I-80 to US ROUTE 9)	Interchange and roadway reconstruction on Houbolt/Hollywood from I-80 South to US RT 6.		none
07-12-0017	South Council	Intersection/Interchange Improvements	Halsted Street from I-80 Off E Hazel Crest Halsted Street Construction			none
16-96-0061	CTA	Transit Vehicles (Bus/Rail)	031154 Replace Buses	Funding will provide for the principal and interest portion of the capitalized lease payments for the 150 articulated (80 ft.) buses and for the 200 diesel standard (40ft.) buses. Out-year funding will provide for the commencement of replacement of the New Flyer buses that entered service between FY 2004-2007.		none
10-03-0015	Lake Co Council	Road Modernization	Sayton Rd from US 12 (Rand Road) to Industrial Ave	Reconstruct Sayton Road with drainage improvements and the addition of non-motorized accommodations		none
03-09-0001	IDOT OI Hvy	Road Modernization	IL 58 IL 53 Dundee Rd from NEW MEDIAN; SIDEWALKS. Intersection Improvement, Drainage, Resurfacing US 12(Rand Rd) to Kennedy Dr			none
03-03-0102	Northwest Council	Road Modernization	IL 62 Argonne/Rd from Plum Grove Rd to IL Route 53	Add turn lanes, add through lane at intersection		CMAQ
08-17-0002	DuPage Council	Intersection/Interchange Improvements	York at Harger Intersection Improvement Project	Widen and resurface, intersection channelization, traffic signal installation		none
08-16-0032	IL Tollway	Bridge Repair, Rehab, or Replace	Farnsworth Avenue Interchange Project	Replace Farnsworth Avenue Bridge Over I-88		none
09-00-0035	Kane Co DOT	Road Expansion	FAU 2330 Anderson Rd from IL 38 to FAU 1395 Keslinger Road (HPP2913) <i>Completed</i>	Bridge over the UPRR in Elburn with new road connection from Prairie Valley Road to Keslinger. Bike/ped facilities included		none
01-02-9009	CDOT	Transit Station/Stop Improvements	West Loop Transportation Center from Clinton at Lake St to Clinton at Congress Pkwy (9075 - West Loop Transportation Center Phase I improvement) - RFP 95 - <i>Future Project</i>	Extend line, new station and major bus route expansion - Future phases		2050 RSP

## Conformity Network

The Conformity Network report is used by CMAP staff to monitor and export changes to Not Exempt and Exempt Tested projects that must be included in the travel demand model for the semi-annual conformity determination. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.

## Line Items Report

The Line Items Report is perhaps the most useful report for programmers. This report is a complete listing of each individual financial line item within the eTIP database. It includes the TIP ID, TIP document, project title, and lead agency for each financial line, along with the FFY (including past and future years), fund source, AC or ACC status, amount of funds in each

phase, total funds, State Job Number, Federal Project Number, PPS Number, FTA Grant, and/or FTA ALI code(s) associated with each financial line. When lead agency and fund source filters are applied, this report can provide a complete picture of a lead agency's program using the selected fund source(s). For example, a council's STP program, or a transit agency's 5307 program. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.

**Figure 86. Line Items Report filtered for "STP Locally Programmed" funds and "Central Council" lead agency**

Line Items Report			48 PROJECTS LISTED										PRINTER FRIENDLY				EXPORT TO EXCEL		
TIP ID	TIP	TITLE	LEAD AGENCY	FFY	FUND TYPE	AC/C	ENG_I	ENG_II	ROW	CON	CE	ENG_IMP	TOTAL	STATE_JOB_NUM	FED ID	PPS NUM	FTA NUM	ALI NUM	
05-00-0103	18-00	Bluff Ave from Burlington Ave to 47th St - Completed	Central Council	2007	STP - Locally Prgrmd		\$0	\$98,496	\$0	\$0	\$0	\$0	\$98,496	C-91-088-01	8003021				
05-00-0103	18-00	Bluff Ave from Burlington Ave to 47th St - Completed	Central Council	2008	STP - Locally Prgrmd	AC	\$0	\$0	\$1,831,000	\$0	\$0	\$0	\$1,831,000	C-91-088-01	8003022	1-10470-0000			
05-00-0103	18-00	Bluff Ave from Burlington Ave to 47th St - Completed	Central Council	2008	STP - Locally Prgrmd		\$0	\$0	\$606,000	\$0	\$0	\$0	\$606,000	C-91-088-01	8003022				
05-00-0103	18-00	Bluff Ave from Burlington Ave to 47th St - Completed	Central Council	2009	STP - Locally Prgrmd		\$0	\$0	\$1,909,145	\$0	\$0	\$0	\$1,909,145	C-91-203-09	9003168				
05-00-0103	18-00	Bluff Ave from Burlington Ave to 47th St - Completed	Central Council	2010	STP - Locally Prgrmd		\$0	\$0	\$1,549,074	\$0	\$0	\$0	\$1,549,074	C-91-140-10	9003514				
05-08-0011	18-05	West Underpass and East Platform Reconstruction from Hill Grove Ave to Burlington Ave (HPP 1419)	Central Council	2020	STP - Locally Prgrmd		\$0	\$0	\$0	\$261,827	\$0	\$0	\$261,827	C91-178-18	6C17118				
05-08-0011	18-05	West Underpass and East Platform Reconstruction from Hill Grove Ave to Burlington Ave (HPP 1419)	Central Council	2020	STP - Locally Prgrmd		\$0	\$0	\$2,181,869	\$0	\$0	\$0	\$2,181,869	C91-178-18	6C17118				
05-09-0020	18-00	FAU 1557 59th Street from FAU 3565 West of Archer Road to FAU 3565 Archer Road	Central Council	2017	STP - Locally Prgrmd	ACC	\$0	\$0	\$0	\$39,000	\$0	\$0	\$39,000	C-91-134-10	9003512				
05-09-0020	18-00	FAU 1557 59th Street from FAU 3565 West of Archer Road to FAU 3565 Archer Road	Central Council	2017	STP - Locally Prgrmd	ACC	\$0	\$0	\$252,000	\$0	\$0	\$0	\$252,000	C-91-134-10	9003512				
05-11-0010	18-02.1	Windsor & Stanley from IL 43 Harlem Avenue to Ridgeland Avenue (131080 Bervyn Depot District Beautification)	Central Council	2019	STP - Locally Prgrmd		\$0	\$0	\$1,282,000	\$0	\$0	\$0	\$1,282,000	C-91-071-14	4003239				
05-11-0011	18-00	Lawndale Avenue from 47th Street to Joliet Road	Central Council	2016	STP - Locally Prgrmd	ACC	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000	C-91-011-13	4003(084)				
05-11-0012	18-00	East Burlington Street from Longcommon Road to IL 43 Harlem Avenue	Central Council	2016	STP - Locally Prgrmd	ACC	\$0	\$0	\$1,207,000	\$0	\$0	\$0	\$1,207,000	C-91-050-13	ACTE-ACM-4003(093)				
05-11-0013	18-00	FAU 1365 Cossitt Avenue from FAU 2697 Gilbert Avenue to FAU 2704 Brainard Avenue	Central Council	2015	STP - Locally Prgrmd	ACC	\$0	\$22,000	\$0	\$0	\$0	\$0	\$22,000	D-91-016-13					
05-11-0013	18-00	FAU 1365 Cossitt Avenue from FAU 2697 Gilbert Avenue to FAU 2704 Brainard Avenue	Central Council	2015	STP - Locally Prgrmd	ACC	\$0	\$0	\$409,000	\$0	\$0	\$0	\$409,000	C-91-010-13					
05-12-0005	18-00	Cicero Transit Connectivity Study (Cicero Connections Initiative)	Central Council	2016	STP - Locally Prgrmd	ACC	\$0	\$0	\$0	\$0	\$21,000	\$0	\$21,000	P-91-563-12	4003076				
05-13-0004	18-05.1	Harding Avenue from Brainard Avenue to Community Drive	Central Council	2018	STP - Locally Prgrmd	ACC	\$0	\$0	\$699,000	\$0	\$0	\$0	\$699,000	C-91-136-17	0J51031				

## Safety Data

The Safety Data report was established for CMAP staff use in analyzing projects that may provide a safety benefit due to their project type and/or work types. However, it may be used for other analyses. The report includes the TIP ID, latest approved version number, TIP document, last modified date, project title, description, and type, all work types included in the project, lead agency, county, municipality, and location, total project cost, and the open to traffic year of the project. Like the Line Items Report, applying filters such as lead agency or fund type can result in a set of data that can be used for further analyses. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.

**Figure 87. Safety Data Report, filtered for "Highway Safety Improvement Program" funds**

Safety Data				110 PROJECTS LISTED				PRINTER FRIENDLY				EXPORT TO EXCEL	
TIP ID	VERSION	TIP ACTION	LAST MODIFIED DATE	PROJECT TITLE	PROJECT DESCRIPTION	PROJECT TYPE	ALL WORK TYPES	LEAD AGENCY	COUNTY	MUNICIPALITY	LOCATION	TOTAL PROJECT COST	OPEN TO TRAFFIC YEAR
01-09-0048	11	18-08.1	8/14/2018 9:43:26 AM	IL 171 Cumberland Ave. I-90 (Kennedy Expwy) to Forest Preserve Dr. and I-90/94, Addition St to Kimball Ave	Resurfacing (3P), ADA, Diamond Grooving	Road Maintenance	E-ADAMANT, HRS, IDOT D1 Hiways Z-OTHEX	COOK	CHICAGO	CHICAGO, NORBRIDGE	Cumberland Ave From I-90 (Kennedy Expwy) To Forest Preserve Dr of Distance (mile) 3.05	\$3,827,200	2021
01-10-0039	5	18-00	10/11/2017 1:06:10 PM	IL 64 Eugenie St/LaSalle Dr at Clark St	IL 64 Eugenie St/LaSalle Dr at Clark St	Intersection/Interchange Improvements	H-NTIMP S-M00	IDOT D1 Hiways	COOK	CHICAGO	Eugenie St/LaSalle Dr From Clark St	\$368,000	TBD
01-12-0024	5	18-00	10/18/2017 2:27:56 PM	Citywide - Chicago - Various Locs (Countdown Signals - HSIP)	Design, purchase and installation of pedestrian countdown signals	Bicycle & Pedestrian	E-PEDIMP	CDOT	COOK	CHICAGO	CITYWIDE - CHICAGO - VARIOUS LOCS	\$1,584,000	2019
01-13-0013	5	18-00	10/19/2017 10:54:39 AM	IL 43 Harlem Ave at Archer Ave	Intersection Improvement, Resurfacing (3P), Restriping, ADA Improvements	Road Modernization	H-NTIMP H-RS, S-MOD, Z-OTHEX	IDOT D1 Hiways	COOK	CHICAGO	Harlem Ave From Archer Ave	\$1,550,000	TBD
01-14-0004	6	18-00	10/18/2017 2:35:05 PM	Foster Avenue at Avers Avenue (New Traffic Signal)	New Traffic Signal	Road Signals & Signs	S-AGNS	CDOT	COOK	CHICAGO	Foster Avenue From Foster Avenue To Avers Avenue	\$450,000	2018
01-14-0011	5	18-00	10/16/2017 11:13:08 AM	I-55 Stevenson Expressway from Pulaski Rd to Prairie Ave - Future Project	MILLED RUMBLE STRIPS, PAVEMENT MARKINGS, HIGH FRICTION SURFACE TREATMENT, Guardrail, Drainage	Safety	A-GRD, Z-OTHEX	IDOT D1 Hiways	COOK	CHICAGO	Stevenson Expressway From Pulaski Rd To Prairie Ave of Distance (mile) 5.75	\$560,000	TBD
01-15-0015	9	18-01.1	10/30/2017 2:49:38 PM	I-90 Kennedy Expwy from IL 43 Harlem Ave to I-94 Edens Expwy - Completed	SHOULDER RUMBLE STRIPS, POST MOUNTED DELINEATORS, BARRIER WALL REFLECTORS, GUARDRAIL END TERMINAL REPLACEMENT	Safety	A-GRD, A-SHOR, Z-OTHEX	IDOT D1 Hiways	COOK	CHICAGO	Kennedy Expwy From IL 43 Harlem Ave To I-94 Edens Expwy of Distance (mile) 3.64	\$202,660	2019
01-16-0014	3	18-00	10/18/2017 2:52:05 PM	63rd St. Pedestrian Improvements	Pedestrian improvements along 63rd St at various locations between California and Yale	Bicycle & Pedestrian	E-PEDIMP	CDOT	COOK	CHICAGO	63rd St. From California Ave. To Yale Ave. of Distance (mile) 3.2	\$2,499,850	2019

## TIP Listing

The TIP Listing report displays a project listing with the following details: TIP ID, TIP, Project Title, Lead Agency, Project Type, total Federal, State and Local fund amounts, total fund amounts for each year of the TIP selected, total project cost, and total fund amounts for each project phase. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.

**Figure 88. TIP Listing Report**

TIP Listing			1920 PROJECTS LISTED							PRINTER FRIENDLY				EXPORT TO EXCEL						
TIP ID	TIP	PROJECT TITLE	LEAD AGENCY	TYPE	FED	STATE	LOC	2018	2019	2020	2021	2022	TOTAL COST	ENG	BMP	ENG 1	ENG 2	ROW	CON	CE
01-00-0002	18-00	FROM PULASKI RD (COOK/CHICAGO) TO CALIFORNIA AVE (COOK/CHICAGO) - <i>Delayed</i>	IDOT D1 Hiway	Road Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01-00-0030	18-02.1	130th St from Torrence to Brandard (CREATE 05-15A)	CDOT	Rail-Highway Grade Separation	\$80,177,189	\$44,897,000	\$19,199,000	\$3,381,153	\$0	\$0	\$0	\$0	\$144,273,189	\$0	\$0	\$0	\$0	\$0	\$144,273,189	\$0
01-00-0036	18-07.1	Bike Path - 62nd, Burnham Greenway from William Powers Conservation Area to Brandard Ave	CDOT	Bicycle & Pedestrian	\$870,518	\$0	\$202,000	\$0	\$0	\$0	\$0	\$0	\$1,072,518	\$0	\$0	\$103,000	\$0	\$0	\$969,518	\$0
01-00-0059	18-00	Wacker Dr (North/South) from Randolph St to Congress Pkwy (HPP #074, HPP 1596, TEA21 #1574)	CDOT	Road Modernization	\$352,595,569	\$22,764,000	\$67,923,000	\$2,028,000	\$0	\$0	\$0	\$0	\$443,282,569	\$0	\$0	\$6,900,000	\$29,293,930	\$2,500,000	\$405,189,039	\$0
01-01-0009	18-07	Navy Pier Flyover from Jane Addams Park to Chicago Road	CDOT	Bicycle & Pedestrian	\$78,869,200	\$29,243,600	\$851,000	\$54,447,600	\$0	\$0	\$0	\$0	\$103,963,800	\$0	\$0	\$3,960,000	\$1,895,000	\$125,000	\$89,991,800	\$8,592,000
01-01-0011	18-05.1	Chicago Bikes Marketing Campaign	CDOT	Bicycle & Pedestrian	\$3,521,000	\$0	\$878,000	\$0	\$0	\$0	\$0	\$0	\$4,399,000	\$1,899,000	\$2,500,000	\$0	\$0	\$0	\$0	\$0
01-02-0020	18-00	Burley Avenue from 106th Street to 126th Place (Burley Avenue Extension)	CDOT	Road Expansion	\$1,150,472	\$305,118	\$0	\$0	\$0	\$0	\$0	\$0	\$1,455,590	\$0	\$0	\$1,455,590	\$0	\$0	\$0	\$0
01-02-0027	18-05.1	Midway Airport Area, Highway Advisory Radio Upgrade and RFL Operations Notification and Enhanced Traveler Information	CDOT	Intelligent Transportation Systems	\$2,920,200	\$546,800	\$183,000	\$2,734,000	\$0	\$0	\$0	\$0	\$3,650,000	\$0	\$0	\$0	\$916,000	\$0	\$2,424,000	\$310,000
01-02-0030	18-05.1	State Lake Station - Loop E	CDOT	Transit Station/Stop Improvements	\$65,430,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,930,000	\$119,360,000	\$5,500,000	\$0	\$0	\$0	\$113,860,000	\$0
01-02-9009	18-06.3	West Loop Transportation Center from Clinton at Lake St to Clinton at Congress Pkwy (VOTIS - West Loop Transportation Center Phase I Improvement) - RSP 85 - <i>Future Project</i>	CDOT	Transit Station/Stop Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000,000	\$0	\$2,500,000,000	\$0	\$0	\$0	\$0	\$0

## Financial Constraints and Agency Financial Constraints

Federal fund sources are subject to fiscal constraint by federal fiscal year (FFY). Some sources are constrained regionwide and others are constrained by programming agency. The sum of all line items of each fund source within each FFY in the TIP database is compared to the funds available for that source, in that FFY and if applicable, by that programming agency. The sum programmed, including any pending TIP changes (increases and decreases in funding), must be less than or equal to the funds available.

The report can be filtered by Revenue Date (described below), Include TIP Actions, and Include Projects with Status and can be limited by Project Type, Lead Agency, and/or County. The report can be formatted to include or exclude revenue, balance detail, and all funds. The report can also be exported to Excel.

**Figure 89. Financial Constraint Report filter options**

### Revenue Date Filter

New revenue data is entered in eTIP at the start of each federal fiscal year, and may be updated from time to time throughout the year. Select the date for which the revenues and programming information should be displayed. The most recent date is selected by default.

### Show Revenue Toggle

Select to show the available revenues on the report. This option is selected by default.

### Show Balance Detail Toggle

Select to show the details of the constraint balance. This option is selected by default.

### Show All Funds Toggle

Select to include all fund sources on the report, even those that are not subject to fiscal constraint.

The Financial Constraints reports display the constraint applied to federal fund sources by fund source and year for the entire region. For sources such as locally programmed STP or FTA 5307 funds that are constrained by agency, the Agency Financial Constraints report shows the constraint by agency, fund source, and year.

**Figure 90. Financial Constraints Report, with default filters and options**

Financial Constraints											EXPORT TO EXCEL				
PROGRAM DESCRIPTION	PRIOR	REV 2018	CARRY-OVER	REV 2018	TOTAL REV 2018	TOTAL PROG 2018	BAL 2018	IBAL FROM 2018	REV 2019	TOTAL REV 2019	BAL 2022	BEYOND	REV TOTAL	TOTAL TIP YEAR	BAL TOTAL (2018-2022)
CMAQ	\$583,506,222	\$104,189,726	\$109,444,033	\$213,633,759	\$175,955,162	\$37,678,597	\$37,678,597	\$109,444,033	\$109,444,033	\$109,444,033	\$63,706,333	\$75,662,800	\$621,490,891	\$587,706,333	\$63,706,333
CMAQ (AC)	\$30,377,360	\$0	\$27,164,793	\$27,164,793	\$27,164,793	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,164,793	\$27,164,793	\$0
CMAQ PM2.5	\$33,953,000	\$35,833,585	\$1,966,249	\$37,801,833	\$14,558,000	\$23,443,833	\$1,966,249	\$35,833,585	\$37,801,833	\$37,801,833	\$8,916,825	\$28,192,000	\$46,718,658	\$36,758,000	\$8,916,825
FTA 5307 Urban Formula	\$1,727,990,940	\$38,501,474	\$248,970,294	\$287,471,768	\$284,561,131	\$2,910,637	\$2,910,637	\$252,338,251	\$252,338,251	\$252,338,251	\$5,160,700	\$16,404,000	\$1,314,276,939	\$1,314,276,939	\$5,160,700
FTA 5337 Good Repair	\$960,362,827	\$0	\$280,895,563	\$280,895,563	\$280,895,563	\$0	\$0	\$244,627,410	\$244,627,410	\$244,627,410	\$0	\$159,608,000	\$1,274,404,415	\$1,274,404,415	\$0
FTA 5339 Bus	\$66,634,806	\$1,564,745	\$17,286,910	\$18,851,655	\$18,361,640	\$490,015	\$490,015	\$13,588,159	\$13,588,159	\$13,588,159	\$14,674,170	\$265,015	\$73,557,718	\$73,557,718	\$265,015
Hwy Safety Improve Pgm	\$34,974,325	\$86,222,000	\$71,454,919	\$157,676,919	\$45,699,028	\$112,007,291	\$112,007,291	\$71,454,919	\$71,454,919	\$71,454,919	\$12,042,000	\$39,728,795	\$41,149,000	\$443,286,995	\$103,767,800
Hwy Safety Improve Pgm (AC)	\$1,205,000	\$0	\$4,194,400	\$4,194,400	\$4,194,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,194,400	\$4,194,400	\$0
NHPP	\$670,236,058	\$23,419,000	\$729,307,202	\$792,726,202	\$429,849,295	\$322,876,907	\$322,876,907	\$729,307,202	\$729,307,202	\$729,307,202	\$131,551,000	\$2,360,146,715	\$3,669,955,010	\$1,309,808,295	\$2,360,146,715
NHPP (AC)	\$32,584,000	\$0	\$101,110,000	\$101,110,000	\$101,110,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$101,110,000	\$101,110,000	\$0
NHPP - Bridge Penalty	\$0	\$26,752,419	\$72,973,630	\$99,726,049	\$36,874,000	\$62,852,049	\$62,852,049	\$72,973,630	\$72,973,630	\$72,973,630	\$0	\$135,823,670	\$0	\$135,823,670	\$0
NHPP - Bridge Penalty (AC)	\$0	\$0	\$5,147,000	\$5,147,000	\$5,147,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,147,000	\$5,147,000	\$0
Natl Corridor Inf. Imp.	\$37,754,559	\$0	\$0	\$0	\$0	\$0	\$0	\$3,180,000	\$3,180,000	\$3,180,000	\$0	\$35,960,000	\$3,180,000	\$3,180,000	\$0
STP - Bridge	\$185,381,513	\$26,656,387	\$36,650,000	\$63,306,387	\$44,330,489	\$18,975,898	\$18,975,898	\$36,650,000	\$36,650,000	\$36,650,000	\$3,538,800	\$73,751,698	\$14,947,293	\$209,306,387	\$136,154,689
STP - Bridge (AC)	\$17,427,607	\$0	\$3,067,325	\$3,067,325	\$3,067,325	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,067,325	\$3,067,325	\$0
STP - County	\$10,876,937	\$20,204,000	\$5,738,073	\$25,942,073	\$18,227,448	\$7,714,625	\$7,714,625	\$5,738,073	\$5,738,073	\$5,738,073	\$2,167,500	\$16,386,380	\$7,730,733	\$48,894,365	\$32,507,985
STP - Enhancements	\$33,216,336	\$45,788,331	\$0	\$45,788,331	\$6,793,040	\$38,995,291	\$38,995,291	\$0	\$0	\$0	\$0	\$31,677,882	\$300,000	\$45,788,331	\$14,110,749
STP - Enhancements (AC)	\$6,872,558	\$0	\$3,495,602	\$3,495,602	\$3,495,602	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,495,602	\$3,495,602	\$0
STP - Locally Prgrmd	\$621,816,014	\$214,879,000	\$138,114,128	\$352,993,128	\$230,444,361	\$122,548,767	\$122,548,767	\$0	\$0	\$0	\$2,287,899	\$295,412,927	\$120,574,752	\$352,993,128	\$648,406,055
STP - Locally Prgrmd (AC)	\$46,094,348	\$0	\$87,352,431	\$87,352,431	\$87,352,431	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$87,352,431	\$87,352,431	\$0
STP - State Prgrmd Urban	\$187,695,745	\$0	\$194,183,000	\$194,183,000	\$45,999,167	\$148,683,833	\$148,683,833	\$194,183,000	\$194,183,000	\$194,183,000	\$31,146,000	\$726,132,833	\$278,504,000	\$9,919,150,000	\$244,782,167
STP - State Prgrmd Urban (AC)	\$750,000	\$0	\$14,431,000	\$14,431,000	\$14,431,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,431,000	\$14,431,000	\$0
Safe Routes to School	\$3,596,404	\$7,705,172	\$0	\$7,705,172	\$2,168,411	\$5,536,761	\$5,536,761	\$0	\$0	\$0	\$0	\$5,371,761	\$7,705,172	\$2,333,411	\$5,371,761
Safe Routes to School (AC)	\$332,168	\$0	\$222,771	\$222,771	\$222,771	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$222,771	\$222,771	\$0
TAP - Locally Prgrmd	\$13,419,324	\$30,284,000	\$9,117,104	\$39,401,104	\$7,679,643	\$31,721,461	\$31,721,461	\$9,117,104	\$9,117,104	\$9,117,104	\$0	\$19,203,988	\$73,689,520	\$56,665,532	\$19,203,988
TAP - Locally Prgrmd (AC)	\$6,447,284	\$0	\$103,700	\$103,700	\$103,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$103,700	\$103,700	\$0
TAP - State Prgrmd	\$7,384,164	\$9,204,000	\$19,912,000	\$28,516,000	\$4,297,815	\$24,118,185	\$24,118,185	\$19,912,000	\$19,912,000	\$19,912,000	\$0	\$84,639,527	\$105,764,000	\$21,124,473	\$84,639,527
TAP - State Prgrmd (AC)	\$172,286	\$0	\$52,000	\$52,000	\$52,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,000	\$52,000	\$0
TIDR	\$5,589,305	\$0	\$3,381,153	\$3,381,153	\$3,381,153	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,381,153	\$3,381,153	\$0
<b>GRAND TOTAL</b>	<b>\$5,246,561,089</b>	<b>\$671,203,839</b>	<b>\$2,094,137,279</b>	<b>\$2,765,341,118</b>	<b>\$1,804,786,968</b>	<b>\$960,554,150</b>	<b>\$960,554,150</b>	<b>\$1,763,882,009</b>	<b>\$22,763,882,009</b>	<b>\$22,763,882,009</b>	<b>\$830,757,563</b>	<b>\$3,565,178,495</b>	<b>\$6,528,050,335</b>	<b>\$9,627,013,131</b>	<b>\$6,061,833,636</b>

The displayed fields include:

- Program Description: The fund source.
- Prior: The total amount programmed for the fund source in the prior FFY.
- Rev YYYY Carry-Over: The amount of revenues available in YYYY that was carried over from the prior year. This column is only displayed when “Show Balance Detail” is selected.
- Rev YYYY: The amount of revenue allotted to the CMAP region for YYYY. This column is only displayed when “Show Balance Detail” is selected.
- Total Rev YYYY: The sum of the carryover and allotment. This column is only displayed when “Show Revenue” is selected.
- Total Prog YYYY: The total amount programmed in the TIP for the fund source in FFY YYYY.
- Bal YYYY: The difference between the total revenue and total programmed in FFY YYYY. This value should not be negative. If negative, CMAP staff will work with programmers to submit changes that will result in a zero or positive balance.
- Bal from YYYY: The amount of funds anticipated to be carried forward to the next FFY from FFY YYYY. This column is only displayed when “Show Balance Detail” is selected.
- Beyond: The amount of funds programmed in years beyond the last TIP year.
- Rev Total: The sum of all revenues available within the five years included in the report.
- Total TIP Year: The sum of all funds programmed within the five years included in the report.

- Bal Total: The difference between the total revenues and total programmed funds. This column is only displayed when “Show Balance Detail” is selected.

A list of all projects that are contributing the programmed amounts listed can be obtained by clicking on the fund source link. Note that financial lines in “AC” status are not constrained, and are therefore not listed in the drill down. Drilling down can be especially useful when trying to identify a potential project to be reprogrammed to address a negative balance.

**Figure 91. Financial Constraints Report – drill down on CMAQ fund source**

\$ Financial Constraints				PRINTER FRIENDLY							EXPORT TO EXCEL	
TIP ID	TIP	PROJECT TITLE	LEAD AGENCY	SOURCE	PRIOR	PROG 2018	PROG 2019	PROG 2020	PROG 2021	PROG 2022	BEYOND	TOTAL TIP YEAR
01-00-0030	18-02.1	130th St from Torrence to Brainard (CREATE GS-15A)	CDOT	CMAQ	\$3,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01-01-0009	18-07	Navy Pier Flyover from Jane Addams Park to Chicago River	CDOT	CMAQ	\$16,144,000	\$16,000,000	\$0	\$0	\$0	\$0	\$0	\$16,000,000
01-01-0009	18-07	Navy Pier Flyover from Jane Addams Park to Chicago River	CDOT	CMAQ (ACC)	\$3,168,000	\$409,600	\$0	\$0	\$0	\$0	\$0	\$409,600
01-01-0011	18-05.1	Chicago Bikes Marketing Campaign	CDOT	CMAQ	\$1,521,000	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0
01-02-0027	18-05.1	Midway Airport Area, Highway Advisory Radio Upgrade and RxR Operations Notification and Enhanced Traveler Information	CDOT	CMAQ	\$733,000	\$2,187,200	\$0	\$0	\$0	\$0	\$0	\$2,187,200
01-02-0030	18-05.1	State/Lake Station - Loop El	CDOT	CMAQ	\$5,500,000	\$0	\$0	\$0	\$0	\$59,930,000	\$0	\$59,930,000
01-03-0002	18-05.1	Stony Island Ave from Midway Plaisance to 95th St	CDOT	CMAQ	\$700,000	\$0	\$0	\$0	\$0	\$0	\$4,032,000	\$0
01-03-0004	18-05.1	Roosevelt Rd from Western Ave to US 41 Lake Shore Dr	CDOT	CMAQ (ACC)	\$344,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01-03-0004	18-05.1	Roosevelt Rd from Western Ave to US 41 Lake Shore Dr	CDOT	CMAQ	\$0	\$0	\$0	\$0	\$0	\$0	\$3,929,600	\$0
01-04-0002	18-00	35th St Bike-Ped Bridge	CDOT	CMAQ	\$2,297,798	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01-04-0002	18-00	35th St Bike-Ped Bridge	CDOT	CMAQ (ACC)	\$7,261,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01-05-0001	18-00	Safe Routes to Schools	CDOT	CMAQ	\$298,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01-05-0002	18-07.1	41 St Bicycle-Pedestrian Bridge	CDOT	CMAQ (ACC)	\$1,145,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## \$ Programmed By Fund

The \$ Programmed By Fund report provides the total funds programmed for each fund source by fiscal year, fiscal year and phase, or only totals. Selecting a fund source in the results will drill down to a list of projects that are included in the displayed totals. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.

**Figure 92. \$ Programmed By Fund Report**

\$ Programmed \$ By Fund		PRINTER FRIENDLY						EXPORT TO EXCEL
FUNDING SOURCE	PRIOR	2018	2019	2020	2021	2022	BEYOND	TOTAL
*AC-Equity Bonus	\$4,535,506	\$0	\$0	\$0	\$0	\$0	\$0	\$4,535,506
*American Recovery and Reinvestment - Local	\$56,729,536	\$0	\$0	\$0	\$0	\$0	\$0	\$56,729,536
*American Recovery and Reinvestment - State/Highway	\$7,480,000	\$0	\$0	\$0	\$0	\$0	\$0	\$7,480,000
*BRIDGE DISCRETIONARY PROGRAM	\$3,435,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,435,000
*Earmarked Surface Transportation Projects	\$3,100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,100,000
*Equity Bonus	\$8,360,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,360,000
*FTA 5309A New Starts	\$5,500,000	\$0	\$0	\$0	\$0	\$0	\$4,000,000	\$9,500,000
*FTA 5309B Rail	\$269,513,000	\$0	\$0	\$0	\$0	\$0	\$0	\$269,513,000
*FTA 5309C Bus Disc	\$107,124,000	\$0	\$0	\$0	\$0	\$0	\$0	\$107,124,000
*FTA 5316 JARC	\$5,936,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,936,000
*FTA 5317 New Freedom	\$5,682,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,682,000
*HSR Hazard Elim	\$439,738	\$0	\$0	\$0	\$0	\$0	\$0	\$439,738
*INTERSTATE MAINTENANCE	\$21,104,262	\$0	\$0	\$0	\$0	\$0	\$0	\$21,104,262
*SECTION 149 DEMONSTRATION FUNDS	\$9,442,000	\$0	\$0	\$0	\$0	\$0	\$0	\$9,442,000
*Sec 112 Earmark	\$971,000	\$0	\$0	\$0	\$0	\$0	\$0	\$971,000
*Sec 129 Earmark	\$1,675,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,675,000
*TCSP	\$4,611,252	\$0	\$0	\$0	\$0	\$0	\$0	\$4,611,252
*Transit Investment in Greenhouse Gas&Energy Reduc.	\$3,364,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,364,000
CMAQ	\$583,506,222	\$175,955,162	\$99,162,279	\$107,702,000	\$94,930,151	\$109,953,966	\$75,662,800	\$1,246,872,580
CMAQ PM2.5	\$33,953,000	\$14,358,000	\$14,400,000	\$4,000,000	\$2,000,000	\$2,000,000	\$25,192,000	\$95,903,000
FTA 5307 Urban Formula	\$1,727,990,940	\$284,561,131	\$252,263,251	\$255,224,865	\$258,144,501	\$269,243,881	\$16,404,000	\$3,063,832,569
FTA 5309 Core Capacity	\$291,131,642	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000	\$100,000,000	\$167,776,130	\$958,907,772
FTA 5310 Elderly/Disabled	\$20,403,307	\$2,153,858	\$0	\$0	\$0	\$0	\$0	\$22,557,165

When viewing results by fiscal year and phase, “ENG” includes all engineering phases, except construction engineering (a.k.a. E3 or CE), which is included with the CON phase.

# Obligation Reports

There are a variety of reports that display FHWA obligations for the year and can be used to identify where programmed funds differ from the actual obligations.

## Obligation By Fund Category Report

This obligation report provides a summary, by FHWA fund category and individual federal fund source (displayed by FMIS code), of the obligations for the selected FFY, through the previous evening.

**Figure 93. Obligation by Fund Category Report**

OBLIGATION BY FUND CATEGORY 2018 ▼ REPORT - FMIS Last Imported: 10/13/2018 NON-MPO FMIS IDS EXPORT TO EXCEL		
CATEGORY	FEDERAL FUND	\$ OBLIGATED
1% METROPOLITAN PLANNING	Z450 -	\$13,810,856.00
2% HIGHWAY PLAN & RESEARCH	L55E - STATEWIDE PLANNING 2% S-LU EXT Z550 -	\$4,637,730.00
BLANK	RPS1 - Z510 - ER10 - RPF1 - Z005 -	\$30,307,210.13
CMAQ	L40R - CMAQ Z400 - M40E - CMAQ M0E3 - CMAQ H400 - CMAQ M400 - CMAQ L400 - CMAQ L40E - CMAQ	\$70,744,095.19
EQUITY BONUS EXEMPT LIM	LZ1E - EQ BONUS EXEMPT LIM S-LU EXT LZ10 - EQUITY BONUS EXEMPT LIM	\$609,454.00
EQUITY BONUS SP LIMITATION	LZ2E - EQ BONUS SPEC LIM S-LU EXT	\$41,621.82
FAST ACT NATIONAL FREIGHT	Z460 -	\$38,534,120.00
FTA HWY PROJ. TRF FHWA	Z77D -	\$3,984,312.00
HIGH PRIORITY PROJECT SEC 1702	LY20 - CMAQ L930 - DEMO/HPP LY10 - DEMO/HPP HY10 - DEMO/HPP	\$3,095,951.04
HIGH PRIORITY PROJECTS-TEA-21	Q930 - DEMO/HPP	\$-2,717,994.45
HSIP	MS30 - HIGHWAY SAFETY IMP PROG LS3E - SAFETY LS3R - SAFETY MS3E - HSIP ZS30 - HIGHWAY SAFETY IMP PROG FAST	\$32,346,037.64
INTERSTATE MAINTENANCE	L010 - IM L01E - SHOPP - Roadside Preservation Q010 - INTERSTATE MAINTENANCE - TEA21	\$-1,487,260.45

Clicking on a fund category or federal fund code will drill-down in Obligation Balance Report format to the individual federal projects that obligated the selected fund source or category of funds. Clicking on the "ALL" link at the bottom of the report will produce a list of all TIP

projects that included a federal obligation within the selected FFY, with a separate record for each federal project number and fund code.

**Figure 94. Obligation By Fund Category Report - ALL drill-down link**

	L11E - (Bridge) HBP L1C0 - (Bridge) HBP	
TE/TA	L22R - STIP/RIP Z303 - Z302 - Z300 - M30E - TRANSP ALT PROG FLEX MAP21 EXT M94E - TRAN ALT MAP-21 M300 - TRAN ALT MAP-21 M940 - TRAN ALT MAP-21 M3E1 - TRAN ALT MAP-21 M301 - TAP -URBANIZED AREAS POP >200K M302 - TAP - AREAS POP 5K-200K L220 - STIP/RIP L22E - STIP/RIP	\$8,024,052.12
	TRAN COMM SYS PRES PILOT-TEA21 L680 - TCSP	\$-19,059.30
<b>ALL</b>		\$871,224,654.82
CONTACT CMAP		3.03s
EMAIL ETIPHHELP@ECOINTERACTIVE.COM		

This list contains the TIP ID, the federal project number, federal fund code, fund code description, and category, the State Job Number, project description from the FMIS database, the FFY of the obligation, the date of the last transaction for the project, and the cumulative total of obligations (positive or negative) for the line item. Line items with no TIP ID are obligations that occurred in the CMAP region that are not matched to a TIP project (due to the TIP record not containing either the Federal Project Number or State Job Number). The list is sorted by federal project number and can be exported to Excel for further sorting, filtering, or analysis.

**Figure 95. Obligations Drill-Down**

OBLIGATION BY FFY_PROGRAM_CODE 2018 REPORT NON-MPO FMIS IDS										EXPORT TO EXCEL
PROJECT_ID	MPO	ORG PROJ	PROGRAM_CODE	PROGRAM_CODE_DESC	FEDERAL FUND CATEGORY	STATE PJ DESCRIPTION	YEAR	LATEST LAST ACTION DATE	\$ OBLIGATED	
09-11-0034	CMAP	000S689	LY50	DEMO/HPP	DEMO/HPP	D-93-044-06 Construction of the US. I-80 to I-88 N/S connector in Illinois. Prairie Parkway-Phase II Prime Agreement: 0.7 mi S.of **	2018	3/2/2018	\$-31,136.27	
09-11-0034	CMAP	000S704	LY50	DEMO/HPP	DEMO/HPP	D-93-026-12 VARIOUS LOCATIONS,FRESNO CO., GUARDRAILS	2018	12/5/2017	\$1,242.78	
03-11-0025	CMAP	000S908	LS3R	SAFETY	SAFETY	C-91-449-12 Traffic sign modernization at IL 62 w/ Busse Rd., IL 62 @ Dempster St. & Dempster St. & Busse Rd. in Mt. Prospect	2018	11/13/2017	\$-5,987.76	
01-12-0019	CMAP	000S941	Z001	NATIONAL HIGHWAY PERF FAST	NATIONAL HIGHWAY PERF FAST	C-91-227-13 0.23 miles of bridge removal and replacement, roadway construction, resurfacing, lighting, retaining walls, etc. in Chicago	2018	10/16/2017	\$1,240.05	
01-09-0029	CMAP	000S942	M001	NATIONAL HIGHWAY PERF PROGRAM	NATIONAL HIGHWAY PERF PROGRAM	C-91-190-10 0.14 miles of the rehabilitation of the structure carrying 63rd St. over I-90/94 in Chicago.	2018	4/1/2018	\$520,762.12	
01-12-0019	CMAP	000S947	M001	NATIONAL HIGHWAY PERF PROGRAM	NATIONAL HIGHWAY PERF PROGRAM	C-91-228-13 .33 mi of bridge removal & replacement, approach rdwy construction & resurfacing, lighting, traffic signals etc on I-90/94/290 *	2018	8/1/2018	\$-1,613,002.44	
01-12-0019	CMAP	000S990	MOE1	NHPP MAP-21	NHPP MAP-21	C-91-230-13 .81 mi of construction of a fly-over ramp on I-90/94/290 in Chicago inc lighting, retaining walls etc	2018	5/1/2018	\$-4,519,393.26	

## Obligation Balance Report

The Obligation Balance Report provides an at-a-glance identification of projects that may need TIP change action, based on discrepancies between programmed funds and federal obligations.

The report has two main functions. The first allows CMAP staff to designate certain obligations as historical, or not within the CMAP MPO area. The second is to flag potential action that is needed to match programming and obligation information.

By default, the report displays projects that have had a federal authorization of any kind in the current FFY, and/or have federal funds programmed in the TIP in the current FFY. The report can be filtered by Lead Agency, Programmed Federal Funds, and/or Obligated Federal Funds. The FFY can also be changed. Changes to the filters take effect when the user clicks on the Search button. Filters can be cleared by clicking the Reset Button.

**Figure 96. Obligation Balance Report**

TIP ID	TIP ACTION	LEAD_AGENCY	PROGRAMMED FED FUND(S)	2018 TIP FHWA \$	FED ID	OBLIGATED FED FUND(S)	2018 OBLIGATED \$	2018 BALANCE	2018 AC \$	ACTION NEEDED
03-16-0010	18-08.1	Northwest Council	STP - Locally Prgrmd	\$298,653.00	4003684	STP-M23E, STP-Z240	\$298,465.00	\$188.00	\$-298,465.00	ACCP
03-16-0012	18-08.1	Northwest Council	STP - Locally Prgrmd	\$587,769.00	4003840 439R869	STP-Z230, STP-Z240	\$592,019.00	\$-4,250.00	\$-20,938.00	Obligated > Programmed
03-16-0013	18-08.1	Northwest Council	STP - Locally Prgrmd	\$896,400.00	4003838 CZW9791	STP-Z230, STP-Z240	\$898,650.00	\$-2,250.00	\$-30,162.00	Obligated > Programmed
02-16-0014	18-06	North Shore Council	STP - Locally Prgrmd	\$0.00	UQ8T715	STP-Z230	\$0.00	N/A	\$103,172.00	
07-16-0005	18-08.1	South Council	CMAQ	\$313,605.00	4FN5197	CMAQ-Z400	\$264,843.00	\$48,762.00	\$0.00	
07-16-0006	18-02.1	South Council	CMAQ	\$357,400.00	4003716 E553414	CMAQ-L40R, CMAQ-M40E, CMAQ-Z400	\$253,161.00	\$104,239.00	\$-393,388.00	
12-16-0009	17-02.1	IDOT D1 Hwys		\$0.00	0607081	NATIONAL HIGHWAY PERF PLAN - Z001	\$256,395.00	\$-256,395.00	\$0.00	Carry Over Project, Obligated > Programmed
12-16-0012	18-05	Will Co Council	STP - Locally Prgrmd	\$0.00	LQ8K257 X0ZK808	STP-Z230	\$0.00	N/A	\$1,426,019.00	
13-16-0004	17-00	IDOT D1 Hwys		\$0.00	000V065	HSIP-MS3E	\$-12,253.99	\$12,253.99	\$0.00	
03-16-0018	18-07.1	IDOT D1 Hwys	NHPP, STP - State Prgrmd Urban	\$801,164.00	YXNE543	NATIONAL HIGHWAY PERF PLAN - Z001	\$801,164.00	\$0.00	\$0.00	
01-16-0004	18-08.1	CDOT	STP - Locally Prgrmd	\$19,549,825.00	6000501 6000502 6000503 6000504	-Z005, STP-Z230, STP-Z240	\$33,923,145.16	\$-14,373,320.16	\$-36,736,000.00	Obligated > Programmed
01-16-0005	18-02	CDOT		\$0.00	6000506	STP-Z230	\$0.00	N/A	\$-1,600,000.00	
04-16-0006	17-08.1	IDOT D1 Hwys		\$0.00	0348056	NATIONAL HIGHWAY PERF PLAN - Z001	\$101,074.81	\$-101,074.81	\$0.00	Carry Over Project, Obligated > Programmed
06-16-0014	18-08.1	Southwest Council	STP - Locally Prgrmd	\$4,224.00	4003731 BZXY184	STP-H230, STP-Q230, STP-Z230	\$8,439.00	\$-4,215.00	\$-4,215.00	Obligated > Programmed
08-16-0020	18-02.1	DuPage Council	STP - Bridge	\$5,029,871.00	4003725	NATIONAL HIGHWAY PERF PLAN - Z001	\$288,672.00	\$4,741,199.00	\$-260,271.00	
12-16-0014	18-08.1	Will Co Council	STP - Locally Prgrmd	\$1,394,000.00	4003836 GTJ8857	STP-Z230, STP-Z240	\$1,281,673.00	\$112,327.00	\$-88,422.00	
08-16-0025	18-00	IDOT D1 Hwys	NHPP	\$754,000.00	0870018	NATIONAL HIGHWAY PERF PLAN - Z001	\$718,503.00	\$35,497.00	\$-960,000.00	

The report has three sections: the left-most section contains information programmed in eTIP, the middle section contains information from FHWA’s FMIS database, and the final column on the right displays potential discrepancies between the data. The data displayed is:

- Unlabeled dropdown: For CMAP staff use only. When staff makes changes to this field, they will use the save button to update the field values. All other users can ignore this field, and will not use the save button.
- TIP ID: The project ID for which a federal authorization has occurred in the selected FFY. Clicking on the TIP ID will open the project. A blank value in this field indicates that the federal obligation that occurred could not be matched to a TIP project. CMAP staff will work to identify these obligations.
- TIP Action: The most recent TIP Action containing the project. If the first two digits of the TIP action do not match the selected FFY of the report, the project should be reviewed and potentially carried forward into the current TIP Action. See Example 1 below.

- Lead Agency: The agency responsible for updating the project in the TIP.
- Programmed Fed Fund(s): The federal fund sources that have funding programmed in the TIP in the selected FFY.
- [FFY] TIP FHWA \$: The total amount of federal funds programmed in the selected FFY in the TIP. A value of \$0.00 is an indicator that the authorized funds may be programmed in AC and/or may be programmed in a different FFY and need to be moved. See Example 2 below.
- FED ID: The federal project number associated with the federal authorization. Clicking on the FED ID will open the obligated detail, grouped by FFY, for that federal project. The detail list contains links to the TIP project associated with the obligation. A blank in this field means that either there are no federal IDs associated with the TIP ID (although there may be a state job number), and/or that no obligations have occurred in the selected FFY for the project that has federal funds programmed in the selected FFY. Programmers should verify that these projects have a federal project and/or state job number included on the Project IDs tab, particularly late in the federal fiscal year.
- Obligated Fed Fund(s): The FHWA program code of the authorized federal funds. Differences between the programmed funds and the authorized funds will be investigated by CMAP staff.
- [FFY] Obligated \$: The total (positive or negative) federal funds obligated in the selected FFY. A negative number means a previous authorization was deobligated or reduced. A reduction is typically an indicator of the close-out of the phase(s) contained within the federal project. A positive number indicates a new obligation, or a conversion from AC. A conversion from AC will typically have a corresponding negative value in the AC \$ column and "ACCP" in the Action Needed column.
- [FFY] Balance: The difference between the funding programmed in the TIP and the funding obligated by FHWA in the selected FFY. Negative values in this column need to be investigated and corrected.
- [FFY] AC \$: The total (positive or negative) federal funds placed in or removed from Advance Construction (AC) within the selected FFY.
- Action Needed: The Action Needed column on the right side of the report can be used by lead agency programmers to identify where TIP changes may be needed. Common terms in this column are:
  - ACCP: A line item(s) was converted from AC. Programmers should verify that the ACC flag is selected for the appropriate phase and that the programmed amount equals or exceeds the converted amount. Programmers should also be alert for partial conversions.

- Obligated > Programmed: Indicates that the amount of funds obligated in the selected FFY exceeds the amount programmed. If the TIP FHWA \$ amount is \$0.00, the funds are likely programmed in AC in a different FFY and need to be moved to the current year and marked as converted. If the TIP FHWA \$ amount is greater than \$0.00, but less than the obligation, the programmed amount needs to be adjusted to be at least as much as the actual obligation.
- Carry Over Project: Indicates there has been a new obligation for a project that is not included in the current TIP Action.

**Example 1: Project has a current FFY obligation, but is not included in the TIP Action for the current FFY**

Programmed FHWA Funds vs. FMIS Obligations for - FMIS Last Imported: 02/26/2017				Save	NON-MPO FMIS IDS		PRINTER FRIENDLY		EXPORT TO EXCEL	
TIP ID	TIP ACTION	LEAD_AGENCY	PROGRAMMED FED FUND(S)	2017 TIP FHWA \$	FED ID	OBLIGATED FED FUND(S)	2017 OBLIGATED \$	2017 BALANCE	2017 AC \$	ACTION NEEDED
03-16-0007	17-01.1	Northwest Council	STP - Locally Prgmd	\$817,817.00	4003647	STP-M23E, STP-Z230	\$570,532.00	\$247,285.00	\$-570,532.00	ACCP,
03-16-0009	17-01.1	Northwest Council	STP - Locally Prgmd	\$2,000,000.00	4003688	STP-M23E, STP-Z230	\$1,481,712.00	\$518,288.00	\$-1,481,712.00	ACCP,
03-16-0014	17-01.1	Northwest Council	STP - Locally Prgmd	\$595,200.00	4003763	STP-M23E, STP-Z230	\$585,354.00	\$9,846.00	\$-585,354.00	ACCP,
12-16-0008	17-03.1	IDOT D1 Hwys	NHPP, STP - State Prgmd Urban	\$1,489,000.00	0840071	NATIONAL HIGHWAY PERF PLAN-Z001, STP-Z230	\$0.00	\$1,489,000.00	\$5,680,000.00	
12-16-0009	17-02.1	IDOT D1 Hwys	NHPP	\$687,315.00	0607081	NATIONAL HIGHWAY PERF PLAN-M001, NATIONAL HIGHWAY PERF PLAN-M0E1	\$687,315.00	\$0.00	\$-400,000.00	
02-07-0011	15-04	North Shore Council		\$0.00	4003158	EQUITY BONUS SP LIMITATION-LZ2E	\$-36,091.17	\$36,091.17	\$0.00	Programmed
08-14-0011	17-02.1	DuPage Council	STP - Locally Prgmd	\$592,000.00	4003659	STP-M23E, STP-Z230	\$517,499.00	\$74,501.00	\$-517,499.00	ACCP,
05-05-0008	15-01	Central Council		\$0.00	9003986	STP-M230	\$-17,410.18	\$17,410.18	\$0.00	
12-11-0031	17-03.1	Will Co Council	STP - Enhancements, STP - Locally Prgmd	\$1,312,095.00	0003093	TE/TA-M3E2, TE/TA-Z300	\$512,002.00	\$800,093.00	\$-512,002.00	ACCP,
08-13-0014	17-03.1	DuPage Council	CMAQ, STP - Locally Prgmd	\$1,222,000.00	4003228	CMAQ-M40E, STP-M23E	\$879,670.00	\$342,330.00	\$-1,222,000.00	
03-14-0006	17-03.1	Northwest Council	STP - Locally Prgmd	\$1,109,000.00	4003560	NATIONAL HIGHWAY PERF PLAN-Z001	\$149,000.00	\$960,000.00	\$-149,000.00	ACCP,
12-12-0009	17-03.1	IDOT D1 Hwys	Hwy Safety Improve Pgm	\$2,002,000.00	0349001	HSIP-M33E	\$270,000.00	\$1,732,000.00	\$-270,000.00	ACCP,
11-13-0004	17-02.1	McHenry Co Council	STP - Locally Prgmd	\$1,500,000.00	4003377	STP-M23E, STP-Z230	\$1,448,748.00	\$51,252.00	\$-1,448,748.00	ACCP,
02-09-0035	15-00	North Shore Council		\$0.00	4009028	SAFE ROUTES TO SCHOOL-LU20	\$-34,414.81	\$34,414.81	\$0.00	

Typically, when a project in a prior TIP Action has an obligation in the current FFY, that obligation will be negative, and represents the closeout or “Final Voucher” of the project phase. To confirm, users can click on the FED ID to open the obligation record. If the last action was a negative obligation, bringing the obligated amount equal to the expended amount, the federal project has been completed. It is not necessary for users to adjust the programmed funds in this situation.

If the obligation amount is positive, and the TIP Action is not current, users should complete an amendment to carry the project forward into the current TIP Action and should ensure that funds are programmed in the current year to match the current year obligation, which is highly likely to be an AC conversion.

**Example 2: Project has \$0.00 TIP FHWA \$ in the selected FFY**

Programmed FHWA Funds vs. FMIS Obligations for - FMIS Last Imported: 02/26/2017										
TIP ID	TIP ACTION	LEAD_AGENCY	PROGRAMMED FED FUND(S)	2017 TIP FHWA \$	FED ID	OBLIGATED FED FUND(S)	2017 OBLIGATED \$	2017 BALANCE	2017 AC \$	ACTION NEEDED
03-16-0007	17-01.1	Northwest Council	STP - Locally Prgmd	\$817,817.00	4003647	STP-M23E, STP-Z230	\$570,532.00	\$247,285.00	\$-570,532.00	ACCP,
03-16-0009	17-01.1	Northwest Council	STP - Locally Prgmd	\$2,000,000.00	4003688	STP-M23E, STP-Z230	\$1,481,712.00	\$518,288.00	\$-1,481,712.00	ACCP,
03-16-0014	17-01.1	Northwest Council	STP - Locally Prgmd	\$595,200.00	4003763	STP-M23E, STP-Z230	\$585,354.00	\$9,846.00	\$-585,354.00	ACCP,
12-16-0008	17-03.1	IDOT D1 Hwys	NHPP, STP - State Prgrmd Urban	\$1,489,000.00	0840071	NATIONAL HIGHWAY PERF PLAN-Z001, STP-Z230	\$0.00	\$1,489,000.00	\$5,680,000.00	
12-16-0009	17-02.1	IDOT D1 Hwys	NHPP	\$687,315.00	0607081	NATIONAL HIGHWAY PERF PLAN-M001, NATIONAL HIGHWAY PERF PLAN-M0E1	\$687,315.00	\$0.00	\$-400,000.00	
04-16-0004	17-02.1	North Central Council	STP - Locally Prgmd	\$856,948.00	4003730	STP-M23E, STP-Z230	\$856,948.00	\$-0.00	\$-791,948.00	Obligated > Programmed
04-16-0006	17-02.1	IDOT D1 Hwys	NHPP	\$0.00	0348056	NATIONAL HIGHWAY PERF PLAN-Z001	\$0.00	N/A	\$2,000,000.00	
09-16-0020	17-03.1	Kane/Kendall Council	STP - Locally Prgmd	\$0.00	4003860	STP-Z230	\$0.00	N/A	\$500,000.00	
07-16-0011	17-03.1	South Council	STP - Locally Prgmd	\$0.00	4003769	STP-Z230	\$0.00	N/A	\$24,000.00	
10-16-0018	17-01.1	Lake Co Council	STP - Enhancements	\$172,000.00	01D1050	TE/TA-M3E2, TE/TA-Z302	\$172,400.00	\$-400.00	\$-172,400.00	ACCP, Obligated > Programmed
09-16-0023	17-00	Kane/Kendall Council	STP - Bridge	\$80,000.00	4003782	STP-M23E	\$0.00	\$80,000.00	\$69,380.00	

If the Obligated \$ are also \$0.00, but the AC \$ are positive, the programmer should verify that the funds are indeed programmed in AC in the selected FFY by opening the project's obligation record:

TIP ID: 09-16-0020										
LAST MODIFIED BY: Jennifer Becker					LAST MODIFIED DATE: 1/23/2017		VERSION: 5			STATUS: Programmed
TIP Programming										
Obligation										
Map										
Project IDS										
Documents										
Amendment History										
Obligation Data FHWA										
Prior Detail Show/Hide										
Export To Excel										
FFY	TIP FUNDS	TIP \$	TIP AC \$	OBLIGATED FUNDS	OBLIGATED	UNOBLIGATED	AUTH AC	EXPENDED		
2017	STP - Locally Prgmd CON CE	\$0	\$500,000	STP	\$0	\$0	\$500,000	\$0		
<b>GRAND TOTAL</b>		<b>\$0</b>	<b>\$500,000</b>		<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>		
Obligated Detail Show/Hide										
Historical Show/Hide										
Export To Excel										
FMIS Code Summary Show/Hide										
Historical Show/Hide										
Export To Excel										
CONTACT CMAP		2.61s			EMAIL ETIPHELP@ECOINTERACTIVE.COM					

If the Obligated \$ are not \$0.00, and there is an equal negative amount in the Auth AC column, there should also be an ACCP note in the Action Needed column. The programmer should complete an administrative amendment to convert funds to ACC in the current FFY.

Programmed FHWA Funds vs. FMIS Obligations for - FMIS Last Imported: 02/26/2017										
TIP ID	TIP ACTION	LEAD_AGENCY	PROGRAMMED FED FUND(S)	2017 TIP FHWA \$	FED ID	OBLIGATED FED FUND(S)	2017 OBLIGATED \$	2017 BALANCE	2017 AC \$	ACTION NEEDED
03-16-0007	17-01.1	Northwest Council	STP - Locally Prgmd	\$817,817.00	4003647	STP-M23E, STP-Z230	\$532.00	\$247,285.00	\$-570,532.00	ACCP,
11-11-0013	17-03.1	McHenry Co DOT		\$0.00	0111065	HSIP-LS3E	\$-42,661.47	\$42,661.47	\$0.00	
01-13-0019	17-01.1	CDOT		\$0.00	6000320	STP-M230, STP-Z230	\$2,298,820.00	\$-2,298,820.00	\$-2,298,820.00	ACCP Obligated > Programmed
08-10-0030	16-05	IDOT D1 Local Rds		\$0.00	9003738	STP-L23E	\$54,844.00	\$-54,844.00	\$0.00	Carry Over Project, Obligated > Programmed

If the Obligated \$ are not \$0.00, and there was no AC conversion, the programmer should determine if funds are programmed in the wrong FFY by opening the TIP Project record:

TIP ID: 03-10-0043		VERSION: 3		STATUS: Completed				
LAST MODIFIED BY: Mike Walczak LAST MODIFIED DATE: 10/17/2016								
TIP Programming	Obligation	Map	Project IDS	Documents	Amendment History			
<b>Obligation Data FHWA</b> Prior Detail Show/Hide					Export To Excel			
FFY	TIP FUNDS	TIP \$	TIP AC \$	OBLIGATED FUNDS	OBLIGATED	UNOBLIGATED	AUTH AC	EXPENDED
2011	STP - Locally Prgmd CON CE	\$844,508	\$0		\$0	\$844,508	\$0	\$0
2012		\$0	\$0	STP	\$0	\$0	\$768,466	\$0
2014		\$0	\$0	STP	\$817,358	\$-817,358	\$-768,466	\$817,358
2015		\$0	\$0	STP	\$3,125	\$-3,125	\$0	\$3,125
2017		\$0	\$0	STP	\$7,221	\$-7,221	\$0	\$0
<b>GRAND TOTAL</b>		<b>\$844,508</b>	<b>\$0</b>		<b>\$827,704</b>	<b>\$16,804</b>	<b>\$0</b>	<b>\$820,483</b>
<b>Obligated Detail</b> Show/Hide Historical Show/Hide					Export To Excel			
<b>FMIS Code Summary</b> Show/Hide Historical Show/Hide					Export To Excel			

The above record indicates that the funds that are programmed in FFY 2011 in the TIP were actually authorized as AC in FFY 2012, and converted to ACC in FFY 2014. Additional obligations were added in FFY 2015 and FFY 2017. The user can use the “Show/Hide” link to view the obligation details and confirm that all of the obligations in the summary are for the same phase (indicated by having the same FED ID). The user can also toggle to the TIP Programming tab to view more programming information. In this example, there is only one phase of the project in the TIP, so the federal funds should be removed from FFY 2011 and, based on the obligation record, the local match should be in FFY 2012 (the initial obligation year), \$817,358 in federal funds should be programmed as ACC in FFY 2014, \$3,125 should be programmed in FFY 2015, and at least \$7,221 should be programmed in FFY 2017. The programmer should determine if the unobligated balance (\$16,804 in the example) should be included in the last FFY, based on the potential for additional obligations against this balance to be made.

### Obligation/Expenditure By Code Report

This obligation report provides a summary, by FHWA fund category and individual federal fund source (displayed by FMIS code), of the obligations, expenditure, and unexpended balances for the selected FFY, through the previous evening.

**Figure 97. Obligation/Expenditure by Code Report**

FMIS Code Summary - FMIS Last Imported: 10/13/2018		2018	NON-MPO FMIS IDS	PRINTER FRIENDLY	EXPORT TO EXCEL
CATEGORY	CODES	OBLIGATED	EXPENDED	UNEXPENDED	
1% METROPOLITAN PLANNING	<a href="#">M450 - METRO PLAN 1%</a>	\$0	\$1,712,875	\$-1,712,875	
1% METROPOLITAN PLANNING	<a href="#">M45E - METRO PLAN 1%</a>	\$0	\$4,702,044	\$-4,702,044	
1% METROPOLITAN PLANNING	<a href="#">Z450 -</a>	\$13,810,856	\$5,675,903	\$8,134,953	
2% HIGHWAY PLAN & RESEARCH	<a href="#">L55E - STATEWIDE PLANNING 2% S-LU EXT</a>	\$1,000,000	\$622,782	\$377,218	
2% HIGHWAY PLAN & RESEARCH	<a href="#">Z550 -</a>	\$3,964,130	\$0	\$3,964,130	
CMAQ	<a href="#">H400 - CMAQ</a>	\$-4,369	\$3,333	\$-7,702	
CMAQ	<a href="#">L400 - CMAQ</a>	\$-109,389	\$176,520	\$-285,909	
CMAQ	<a href="#">L40E - CMAQ</a>	\$-1,048,485	\$1,695,245	\$-2,743,729	
CMAQ	<a href="#">L40R - CMAQ</a>	\$-4,685	\$97,015	\$-101,700	
CMAQ	<a href="#">M003 - CMAQ</a>	\$0	\$2,646,162	\$-2,646,162	
CMAQ	<a href="#">M0E3 - CMAQ</a>	\$1,451,790	\$597,268	\$854,521	
CMAQ	<a href="#">M400 - CMAQ</a>	\$-82,129	\$1,643,920	\$-1,726,049	
CMAQ	<a href="#">M40E - CMAQ</a>	\$-15,824	\$11,958,107	\$-11,973,931	
CMAQ	<a href="#">Q400 - CMAQ</a>	\$0	\$7,583	\$-7,583	
CMAQ	<a href="#">Z400 -</a>	\$70,557,186	\$38,113,051	\$32,444,135	
EQUITY BONUS EXEMPT LIM	<a href="#">LZ10 - EQUITY BONUS EXEMPT LIM</a>	\$143,652	\$210,424	\$-66,772	
EQUITY BONUS EXEMPT LIM	<a href="#">LZ1E - EQ BONUS EXEMPT LIM S-LU EXT</a>	\$465,802	\$306,615	\$159,187	
EQUITY BONUS SP LIMITATION	<a href="#">LZ20 - SHOPP - Collision Reduction</a>	\$0	\$116,572	\$-116,572	
EQUITY BONUS SP LIMITATION	<a href="#">LZ2E - EQ BONUS SPEC LIM S-LU EXT</a>	\$41,622	\$218,761	\$-177,139	
EXTENSION OF ALLOC PROGRAMS	<a href="#">L00E - EXTENSION OF ALLOC PROGRAMS</a>	\$0	\$396,172	\$-396,172	
FAST ACT NATIONAL FREIGHT	<a href="#">Z460 -</a>	\$38,534,120	\$22,455,588	\$16,078,532	
FTA HWY PROJ. TRF FHWA	<a href="#">Z77D -</a>	\$3,984,312	\$2,620,324	\$1,363,988	
GRANTS SUP PLAN SECTION 117	<a href="#">H660 - DEMO/HPP</a>	\$0	\$27,636	\$-27,636	
HIGH PRIORITY PROJECT SEC 1702	<a href="#">HY10 - DEMO/HPP</a>	\$440,029	\$686,813	\$-246,784	

Clicking on an individual fund code link provides a list of federal projects that are included in the reported totals for that fund category. Line items with no TIP ID are obligations that occurred in the CMAP region that are not matched to a TIP project due to the TIP record not containing either the Federal Project Number or State Job Number.

### Obligation Project Mapping Report

The primary purpose of this report is to identify user entered state and federal project numbers that do not have a corresponding ID found in the FHWA FMIS database. This report can be used to flag IDs entered in the wrong format. However, most of the IDs that are highlighted (red text) as not found are IDs that have been assigned for project phases that have funds programmed in out years. Because obligation data from FMIS is imported nightly, IDs that were entered or corrected since the last nightly import are not shown in this report. Users can force the retrieval of data for obligation transactions that have occurred since the prior night's import by clicking on the "here" link in the report header. Clicking the link in this report will refresh the data in all obligation reports and on the obligation tab of each individual TIP project.

**Figure 98. Obligation Mapping Report - link to update all obligation transactions to the current date and time.**

Obligation Mapping report - FMIS Last Imported: 10/13/2018		2398 PROJECTS LISTED		PRINTER FRIENDLY	EXPORT TO EXCEL
* IDs highlighted in red were not found in FMIS obligation data. <a href="#">FMIS STATE IDS LIST</a>					
* This report is updated nightly, to rerun manually then <a href="#">click here</a>					
TIP ID	USER ENTERED STATE ID	FED ID LINKED TO ENTERED STATE ID	USER ENTERED FED ID	USER ENTERED FED ID FOUND IN FMIS	COMPARE FED IDS
01-94-0089	D-91-229-18, C-88-010-08, C-91-090-18, C-91-186-10, C-91-166-11	0090400, 0905083, 6000270, NAHP655	NAHP655, 0905083, XG1Q992, 6000270	0905083, 6000270, NAHP655	NOT SAME
10-06-0003	D-91-336-06, R-91-031-09, D-91-336-06	8003632, 8003816	8003632, 9003283	8003632	NOT SAME
09-96-0018	C-91-246-06, C-91-406-12, R-91-083-01, C-91-723-09, C-91-245-06, C-91-055-10, C-91-142-11, C-91-188-11, D-91-207-15, R-91-009-15, D-91-055-10, D-91-308-10, C-91-247-06, C-91-248-06, C-91-207-15, D-91-156-10, C-91-230-12	02IL088, 1527009, 1527012, 1527015, 1527018, 1527027, 1527028, 1527029, 1527030, 1527034, 1527035, 1527036, 1527037, 1527041, 1527090	1527036, 1527042, 1527042, GDCW566, 1527009, 1527041, 1527090, 02IL088, 1386005, 1527035, 1527037, 1527043, HPP-1527(043), HPP-1527(041), 1527034	02IL088, 1386005, 1527009, 1527034, 1527035, 1527036, 1527037, 1527041, 1527090	NOT SAME
12-14-0001	C-91-113-14	0080403	0080402	0080402	NOT SAME
13-16-0004	C-91-271-16, C-91-270-16	000V065, 000V066	000V066	000V066	NOT SAME
01-04-0002	F-88-022-06, C-88-003-09	00D1664, 6000443	00D1664, 6000156, 6000443, CMM-00D1(664)	00D1664, 6000156, 6000443	NOT SAME
12-97-0006	D-91-010-11, R-91-023-97, C-91-010-11	0295003, 0351027	0295003	0295003	NOT SAME
02-12-0006	C-91-467-12, P-91-467-12, D-91-467-12	4003046, 4003047, 4003048	4006046, 4003048, 4003047	4003047, 4003048	NOT SAME
09-06-0023	D-93-037-13, R-93-037-13, P-93-026-06, C-93-037-13	3200000, 3200001	HPP-3200(000), 3200003, HPP-3200(003), 3200000	3200000, 3200003	NOT SAME
09-09-0017	C-91-271-09, R-91-021-09, D-91-271-09, P-91-271-09	0089151, 0089152, 0089153, 220K545	0089152	0089152	NOT SAME
08-04-0011	D-91-088-10, C-91-036-09, R-91-013-16	0368102	9003692, 9003094	9003692	NOT SAME
04-06-0026	C-91-316-14, C-91-91-07, D-91-91-07, P-91-91-07	00D1960	00D1743, 00D1742, 00D1744	00D1742, 00D1743, 00D1744	NOT SAME

## Other Reports

Other reports are primarily spreadsheets used for troubleshooting and documenting the development process, including mapping of field values from the previous database to eTIP. In the future, custom reports for short-term use may fall under this heading. The reports below get some regular use by CMAP staff, and may also be of value to users.

### Fund Name Report

Provides a list of fund codes, names, and categories used in eTIP, along with the minimum match percentage (labeled STATE PCT), whether the source can use AC (indicated by a Y in the AC and ACC columns), whether the source is considered historical, and whether the source is subject to fiscal constraint.

### New ID Region Mapping Report

Provides the TIP ID prefix for each lead agency, county, and municipality that are included in eTIP.

### Scheduled Projects Report

Provides the Schedule Info section data in a tabular format for export and analysis. Fields that are included are TIP ID, TIP Action, Project Title, Lead Agency, Project Type, Current Implementation Status, Open to Traffic year, the month and year that authorization is targeted for each phase, and the segment to which the data applies. There is a record for each amendment made to each project to allow tracking of schedule information over time.

## Project Questions Report

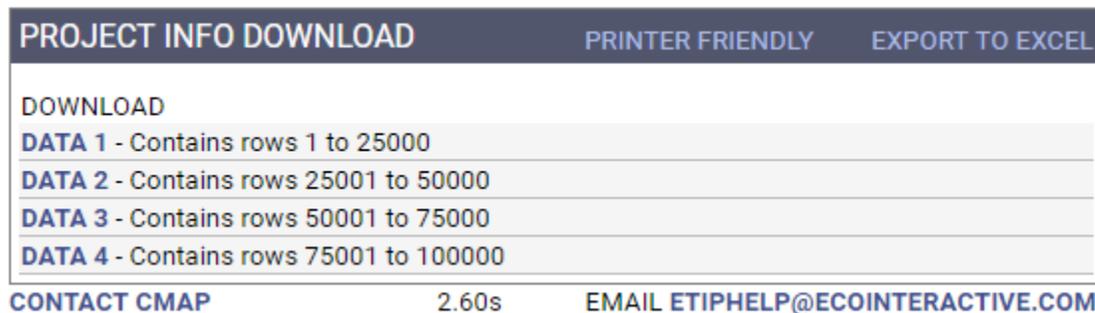
Provides a tabular list of the answers to project questions for each project. The TIP ID, TIP action, project version, last modified date, project title, description, type, lead agency, county, and municipality, the total cost of the project, and open to traffic year are also included. CMAP staff utilizes this report to tabulate the TIP's potential to affect performance targets and to tabulate indicated investments in ITS and freight, and the use of pavement management systems.

## Data Exports

### Funding Info Download / CFP Funding Info Download

This spreadsheet contains individual financial line items for projects for which users have edit or read-only rights. All project line items for each version of the projects are included. The CFP version includes data for projects submitted in a call for projects (CFP) administered in eTIP. Due to the number of line items included in eTIP, the download may be split into several files. For a complete data set, users should download all files individually, and merge the data in Excel after downloading.

Figure 99. Download Menu for multiple files



PROJECT INFO DOWNLOAD	PRINTER FRIENDLY	EXPORT TO EXCEL
DOWNLOAD		
DATA 1 - Contains rows 1 to 25000		
DATA 2 - Contains rows 25001 to 50000		
DATA 3 - Contains rows 50001 to 75000		
DATA 4 - Contains rows 75001 to 100000		
CONTACT CMAP	2.60s	EMAIL ETIPHELP@ECOINTERACTIVE.COM

### Project Info Download / CFP Project Info Download

This spreadsheet contains basic information for every version of each project for which users have edit or read-only rights. The CFP version includes data for projects submitted in a call for projects (CFP) administered in eTIP. Due to the number of line items included in eTIP, the download may be split into several files. For a complete data set, users should download all files individually, and merge the data in Excel after downloading.

### GIS Shapefile Download

This zipped file contains two GIS shapefiles: the point locations and line locations of all mapped projects in eTIP. The shapefiles contain information for each mapped project including TIP ID, title, project type, and lead agency.

# Chapter 6: Data Validation and Error Messages

Any time a new project is added to the TIP database, or a change to a project is submitted, a series of data validations occur when the user clicks the “Save” or “Submit” button.

Understanding the validations may assist programmers with avoiding frustrating and time consuming errors. Validations fall into three main categories: complete and logical data, fiscal constraint and conformity requirements.

## Complete and Logical Data

All projects require a Lead Agency, County, and Municipality in order for a TIP ID to be assigned. These fields should be populated prior to saving a new project.

All Projects require the following data in order to be submitted for CMAP review:

- Project Title
- Project Description
- Project Type
- Work Type
- Open to Traffic Year
- Lead Agency
- County
- Municipality
- Primary Contact, Phone, and Email
- System and corresponding system information
- Location Type
- Fund Type
- Fund Amount
- Project Questions
- Change Reason

The following logic applies to projects meeting the conditions described:

- The Open to Traffic year must be greater than the latest year entered in the financial line items. If any line items are in “MYB”, the Open to Traffic year must be greater than the latest year of the active TIP years.
- The total project cost must be greater than or equal to the sum of all financial line items, including prior years, current years, and future years.

## Fiscal Constraint

Federal fund sources are subject to fiscal constraint by federal fiscal year (FFY). Some sources are constrained regionwide and others are constrained by programming agency. The sum of all line items of each fund source within each FFY in the TIP database is compared to the funds available for that source, in that FFY and if applicable, by that programming agency. The sum programmed, including any pending TIP changes (increases and decreases in funding), must be less than or equal to the funds available.

Funds available can be found by running a “Financial Constraints” report. If the balance available is less than the amount programmed on a project that is being changed, other TIP changes must be made to decrease programming in order for the current change to be accepted. A list of line items contributing to the programmed amount for any fund source can be found by clicking on the fund source in question within the Financial Constraints report.

## Conformity Requirements

Projects with Not Exempt or Exempt Tested work types require the following information in order to be modeled for air quality impacts:

Highway Projects:

- Work Types – I-EXP, I-NEW, S-NEW Required Fields – Project Length, at least one complete segment location, check “Is modeling?” box
- Work Types – B-NEW, B-RECENFG, H-AL, H-CLTL, HEXT, H-HOV, H-NEW, H-RCNST, H-RL, H-WRS, S-TIM Required Fields – Project Length, at least one complete segment location, check “Is modeling?” box

Transit Projects:

- Work Types – M-IMP, M-NEW, M-RELOC, J-EXP, J-REP, C-IMP, C-NEW, C-RELOC, X-IMP, X-NEW Required Fields – Completion Year, check “Is modeling?” box
- Work Types – R-EXP, R-IMP, R-NEW Required Fields – Completion Year, at least one complete segment location, check “Is modeling?” box

- Work Types – P-EXP, P-NEW Required Fields – Completion Year, at least one complete segment location, check “Is modeling?” box

## Data Validation Errors

If any data validations fail, error messages will be displayed. Project changes can be saved but cannot be submitted to CMAP until all error messages are addressed. Fiscal constraint should be addressed before attempting to address any other error messages. Error messages will be displayed in a beige box at the top of the project change or creation form and affected fields will be highlighted in yellow.

**Figure 100. Data validation message**

YOUR PROJECT HAS **NOT** BEEN SAVED. PLEASE PROVIDE THE FOLLOWING INFORMATION TO SAVE PROJECT TO "IN PROGRESS":

- LEAD AGENCY
- PROJECT TITLE

BEFORE SUBMITTING TO CMAP, PLEASE RESOLVE THE FOLLOWING ERRORS:

- MUNICIPALITY IS REQUIRED
- AT LEAST ONE WORK TYPE IS REQUIRED
- SYSTEM IS REQUIRED
- LOCATION TYPE IS REQUIRED
- COUNTY IS REQUIRED
- PROJECT TYPE IS REQUIRED
- PROJECT DESCRIPTION IS REQUIRED
- AT LEAST ONE FUND TYPE & YEAR MUST BE SPECIFIED (PROGRAMMING INFORMATION)
- AT LEAST \$1 MUST BE PROGRAMMED (PROGRAMMING INFORMATION)
- PLEASE ANSWER AT LEAST ONE OF THE PROJECT QUESTIONS
- OPEN TO TRAFFIC IS REQUIRED

**Project Information**

PROJECT TITLE Spell Check \*

PROJECT DESCRIPTION Spell Check \*

PROJECT TYPE \*      WORK TYPE \*      MAJOR IMP GROUP      OPEN TO TRAFFIC

LEAD AGENCY      COUNTY \*      MUNICIPALITY \*      PROJECT WEBSITE

PRIMARY CONTACT      PHONE (10-DIGIT)      EMAIL       SAME FOR PUBLIC      PUBLIC CONTACT      PHONE (10-DIGIT)      EMAIL

\* MAP LINK WILL APPEAR AFTER YOU CLICK SAVE

SYSTEM \*      NEAREST CROSS STREET      IS MODELING?

## Server Errors

From time to time, server errors occur. Generally these errors are not caused by user actions.

**Figure 101. Server Error Example 1**



# SERVER ERROR

AN ERROR HAS OCCURRED ON THE CMAP WEB SERVER

ERROR REFERENCE # 1630953802

Please contact [etiphelp@ecointeractive.com](mailto:etiphelp@ecointeractive.com) and reference this number if you continue to receive this error.

Resource cannot be found: There is an error in the web address (URL) or the web page does not exist or is not available. Check your browser's address bar and correct any obvious mistakes (cmap.com verses cmap.gov, for example). Refresh the web page. Notify CMAP staff if the error continues.

**Figure 102. Server Error Example 2**



If you receive a server error, please report it to CMAP as soon as possible. Include a screen shot of the error, and a description of what action you were attempting when you received the error. Such as “I entered a financial line change on TIP ID 01-13-XXXX, clicked the save button, and received the attached error. I returned to the home screen, searched for the project and my change was/was not retained.”

# Chapter 6: Resources

## eTIP Public Site

The public site is documented on the [eTIP Help](#) page of the CMAP website.

## Helpful Hints

### Website Timeout

The eTIP database will bounce users to the login screen due to inactivity after approximately one hour. In order to prevent this, users must take either of the following actions at least once per hour:

- Click on a link to navigate to a new page
- Click on any save/submit button

The following are not actions that will prevent a timeout:

- Navigating between tabs on the project form
- Typing or selecting data in any fields within a form – only saving/submitted is an action

Occasionally, users may be bounced to the login screen if critical updates are being made to the database.

### Due Dates

Programmers should be cognizant of due dates for the various types of changes. Missing a due date for an amendment can cause projects to miss a state letting. For projects processed through IDOT, paperwork is compared to the TIP database by both IDOT and FHWA. Completing TIP changes prior to submitting Project Program Information (PPI) forms or Local Agency Agreements can prevent those forms from being delayed or rejected.

### Fiscal Constraint

It is good practice to check the fiscal constraint report prior to making TIP changes on projects containing constrained fund sources. No changes of any kind can be saved for a project if any of the fund sources contained in that project violate fiscal constraint, even if the changes are not financial. Since programmers are not responsible for all funding decisions, when making financial changes to certain fund sources programmers should contact the agency that makes the funding decisions. For example, before making a change to a CMAQ funded project, programmers should contact CMAP staff to determine if CMAQ Project Selection Committee approval is needed prior to making the TIP change. The [fund source list](#) posted on the TIP

Programmer Resources web page includes contact information for the agencies responsible for each fund source.

## AC/ACC

CMAP has adjusted the way in which programming marks for STP – Locally Programmed (STP-L) funds are managed in the eTIP database to account for the impacts that Advance Construction (AC) has on fiscal constraint determination and to bring more consistency to the development of programming marks for all federal fund sources. These adjustments have led to changes to the layout of the STP-L Marks Table, but do not affect the amount of funding available for programming in current or future federal fiscal years. For more information on eTIP procedural changes regarding Advance Construction, see [Appendix A](#) of this document.

## Work Types

A [list of work types with exempt status](#) and a [quick reference guide to TIP changes](#) can be found on the [TIP Programmer Resources](#) web page.

## Funding History and Charts

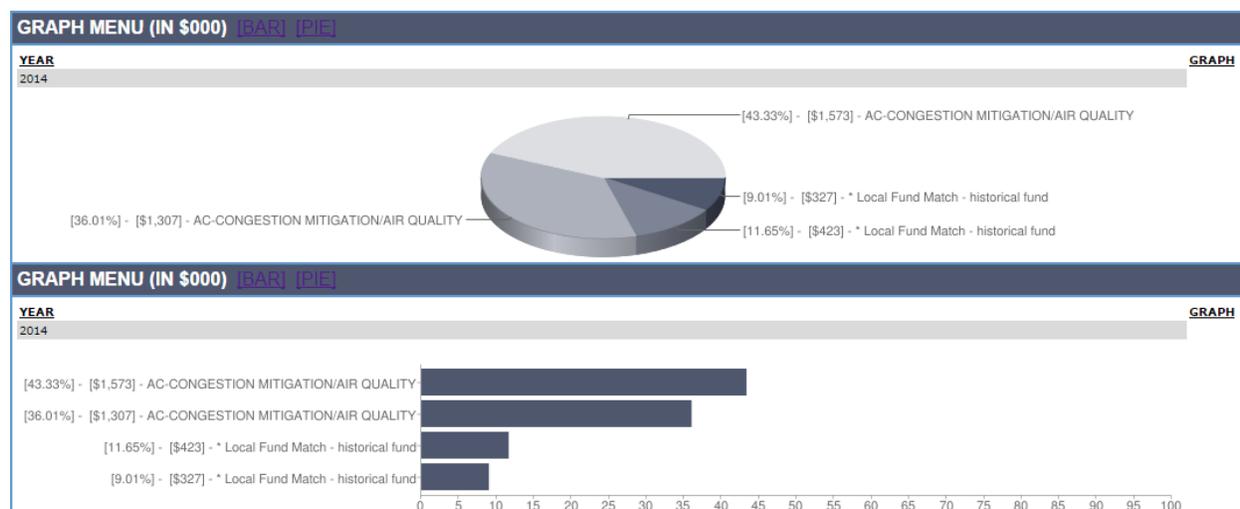
The “Funding History” link at the far right of the Programming Information section provides access to a log of programming information over the life of the project.

**Figure 103. Funding History**

STIP ID	VERSION	AMENDMENT/ADOPTION	FFY	SOURCE	ENG	IMP	ENG 1	ENG 2	ROW	CON	CE	TOTAL
LAST MODIFIED BY: ()		APPROVED BY: (1/11/2016)		<a href="#">HISTORY</a>								
VERSION 1 COMMENTS:												
<a href="#">01-09-0002</a>	1	15-00 Q0 2015-2019 STIP	2014	AC- CONGESTION MITIGATION/AIR QUALITY	\$1,307,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,307,000
<a href="#">01-09-0002</a>	1	15-00 Q0 2015-2019 STIP	2014	AC- CONGESTION MITIGATION/AIR QUALITY	\$0	\$0	\$1,573,000	\$0	\$0	\$0	\$1,573,000	\$1,573,000
<a href="#">01-09-0002</a>	1	15-00 Q0 2015-2019 STIP	2014	* Local Fund Match - historical fund	\$327,000	\$0	\$0	\$0	\$0	\$0	\$0	\$327,000
<a href="#">01-09-0002</a>	1	15-00 Q0 2015-2019 STIP	2014	* Local Fund Match - historical fund	\$0	\$0	\$423,000	\$0	\$0	\$0	\$423,000	\$423,000
<a href="#">01-09-0002</a>	1	15-00 Q0 2015-2019 STIP	9998	TBD	\$0	\$0	\$0	\$0	\$0	\$22,495,000	\$0	\$22,495,000
<b>TOTAL FOR VERSION 1</b>					<b>\$0</b>	<b>\$1,634,000</b>	<b>\$1,996,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,495,000</b>	<b>\$1,996,000</b>	<b>\$26,125,000</b>
PROJECT CHANGES (FROM PREVIOUS VERSION):												
TBD												
▶ Add funds in MYB in CON for \$22,495,000												
* Local Fund Match - historical fund												
▶ Add funds in FFY 14 in ENG 1 for \$327,000												
AC-CONGESTION MITIGATION/AIR QUALITY												
▶ Add funds in FFY 14 in ENG 1 for \$1,307,000												
Total project cost \$26,125,000												

The pie chart icon provides access to both pie chart and bar chart visualizations of the project’s financial information, by year and overall.

**Figure 104. Funding Information Graphs**



## eTip Frequently Asked Questions (FAQ)

**Q:** I got a message that my amendment/adoption was DENIED by CMAP staff. How to I find out why the change was denied?

**A:** Login to the eTIP database, and click on the appropriate "In Denied" link on the home page. The project listing will include CMAP staff's denial comments.

**Q:** CMAP staff DENIED my amendment/adoption. Now what do I do?

**A:** Login to the eTIP database, and click on the appropriate "In Denied" link on the home page. The project listing will include CMAP staff's denial comments. Click on the TIP ID from the list to open the project for editing. Once you've addressed CMAP's comments, re-submit your change for additional review. Remember that changes that are "In Denied" that are not re-submitted prior to the current TIP change deadline will not be included in the Transportation Committee or MPO Policy Committee agenda.

**Q:** What should I enter for Open to Traffic for a non-infrastructure project, such as Safe Routes to Schools projects?

**A:** Enter the last funding year.

**Q:** How/why do projects get marked as "Future Project"?

**A:** When there are no funds programmed within the current years of the TIP, but there are funds programmed in a later year and/or MYB.

**Q:** Should planning liaisons submit adoptions/amendments for projects that are locally sponsored with a Lead Agency of "CMAP" or "IDOT D1 Local Roads" in eTIP?

**A:** Yes, in general, planning liaisons are responsible for these locally sponsored projects as documented in the Planning Liaison Programming Responsibilities memo.

**Q:** During an adoption, should I carry over projects that have all funding in MYB that are not expected to have any funds programmed within the TIP years prior to the end of the current FFY?

**A:** No. Projects in this situation should not be carried over; they should remain in the prior TIP action until there is action on the project that would prompt funding to be moved into the current years of the TIP.

**Q:** I received a notice that the federal funds for a project were placed in Advance Construction (AC). Should the matching funds also be placed in AC?

**A:** No. AC (and ACC) only applies to federal funds.

**Q:** I received a notice that federal funds for a project were converted from Advance Construction (AC) to current status, but I don't see the line item(s) in eTIP.

**A:** Click on the Prior Year(s) link at the top right of the Programming Information table to show/hide financial lines from earlier years.

**Q:** I measured the length of my project using the mapping tool, and the length is in feet. How do I convert that to the length in miles?

**A:** Divide the number of feet by 5,280.

## **TIP Documentation**

### **Approved TIP**

After approval at each Transportation Committee meeting, the approved TIP, as amended is forwarded to IDOT and USDOT for approval. Following all approvals, the amended TIP will be reflected on both the secure and public eTIP websites as the Approved TIP.

The approved TIP may also include projects that are illustrative, which are included in the multi-year B-list (MYB). These projects are planned to be completed when funding becomes available. Most major capital projects fall into this category. These projects are labeled as "FUTURE PROJECT" in the Approve TIP. Projects with funds both in prior and future years, but no funds in the current TIP years are also included as future projects.

### **Amendment Definitions**

The definitions and thresholds for TIP changes are listed below. The [TIP Changes - Quick Reference](#) provides a summary of the categorization of changes as a specific type. Amendments are subject to seven day public comment ending with approval at the CMAP Transportation Committee. Administrative modifications take effect upon CMAP staff review and acceptance.

### **Amendment**

A revision to the Transportation Improvement Program (TIP) that involves a major change to a project included in the TIP, including the addition or deletion of a project or a project group or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, demonstration of fiscal constraint, or a conformity determination.

### **Administrative Modification**

A minor revision to the TIP that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, demonstration of fiscal constraint, or a conformity determination.

### **Thresholds**

The following thresholds will be used to determine what revisions require a TIP amendment, and which revisions will be completed via administrative modification. Revisions below the following thresholds will be considered an administrative modification; project changes above one or more of the following thresholds will require an amendment. In situations not specifically defined as an administrative modification, an amendment must be executed, unless the CMAP Tier II consultation team agrees that an administrative modification is acceptable. Decisions made on specific projects shall not be considered as setting a precedent for future actions.

Administrative modification thresholds:

- For federally funded projects administrative modifications are allowed for cost changes up to the following percentages based on the federal project cost:

<b>Percent Change</b>	<b>Federal Project Cost</b>
100%	\$0 – \$999,000
50%	\$1,000,000 – \$4,999,000
25%	\$5,000,000 – \$9,999,000
20%, up to \$10M	≥ \$10,000,000

- Changes in project scope or fund source to projects normally classified as Categorical Exclusions (as defined in 23 CFR 771.117) and/or projects identified in 40 CFR Part 93. These projects are considered grouped within the TIP, and generally do not appear individually within the program. All changes to grouped projects with the exception of addition or deletion of a group are administrative modifications.

- Changes to project implementation years for projects classified as exempt, provided that they remain within the first four years of the TIP. These projects can move across conformity analysis years without affecting the SIP conformity demonstration. Projects beyond the first four years of the TIP are considered for illustrative purposes only, and are not considered part of the fiscally-constrained TIP.
- Changes to project implementation years for projects classified as non-exempt, provided they remain within the first four years of the TIP, and do not cross air quality conformity analysis years.
- Changes in federal project fund sources that do not alter the federal project cost. For example, changing the source of matching funds for a project from State to local funds or vice versa, while not changing the federal amount could be accomplished via an administrative modification.
- Projects or phases that are obligated and are removed from the TIP are considered administrative modifications. Changing a project or project phase cost to zero for a project that is not obligated is considered a deletion, and would require an amendment.
- Projects with unobligated funds at the end of a current federal fiscal year will be carried over and these changes will be an administrative modification.

The MPO Policy Committee has the authority to determine how they choose to process and approve administrative modifications and amendments. Administrative modifications can be completed and approved by CMAP staff. Administrative modifications will be brought to the attention of the Transportation Committee at their next scheduled meeting.

Amendments involving an air quality conformity analysis will be processed by staff and released by the Transportation Committee for a thirty-day public comment period. Final approval of such amendments after the public comment period has ended will be made by the MPO Policy Committee. Amendments that do not require an air quality conformity analysis are subject to public comment period of a minimum of seven calendar days on the CMAP website and approval by the Transportation Committee.

Amendments to the TIP that move any number of non-exempt projects across conformity analysis years will require a new air quality conformity analysis and subsequent conformity determination by the applicable federal agencies. Amendments to the TIP that don't move projects across analysis years do not necessarily require a new air quality conformity analysis but may require a reaffirmation of the conformity determination. The Tier II consultation team will be consulted in these circumstances.

## CMAP Staff

The CMAP Policy and Programming staff below is available to answer general questions about the TIP database and provide assistance with project entry and TIP changes. More specific topics should be directed to the appropriate individual indicated.

NAME	PHONE	EMAIL	TOPICS
Kama Dobbs	312-386-8710	<a href="mailto:kdobbs@cmap.illinois.gov">kdobbs@cmap.illinois.gov</a>	Database function/errors; training
Doug Ferguson	312-386-8824	<a href="mailto:dferguson@cmap.illinois.gov">dferguson@cmap.illinois.gov</a>	Database function/errors
Leroy Kos	312-386-8780	<a href="mailto:lkos@cmap.illinois.gov">lkos@cmap.illinois.gov</a>	Conformity; mapping projects
Jen Maddux	312-386-8691	<a href="mailto:jmaddux@cmap.illinois.gov">jmaddux@cmap.illinois.gov</a>	AC; CMAQ/TAP funded projects
Russell Pietrowiak	312-386-8798	<a href="mailto:rpietrowiak@cmap.illinois.gov">rpietrowiak@cmap.illinois.gov</a>	Fiscal Constraint; Local STP
Barbara Zubek	312-386-8836	<a href="mailto:bzubek@cmap.illinois.gov">bzubek@cmap.illinois.gov</a>	AC, eTIP training

## Online Resources

TIP Data

<https://www.cmap.illinois.gov/programs/tip/tip-data>

TIP Documentation

<https://www.cmap.illinois.gov/programs/tip/tip-documentation>

TIP Programmer Resources

<https://www.cmap.illinois.gov/programs/tip/tip-programmer-resources>